

## **Workstation Standard**

### **Introduction**

This standard is intended to support the business needs for all State of Oklahoma agencies by:

- Bringing a systematic approach to the lifecycle of computer equipment.
- Ensuring hardware and software requirements are met.
- Standardizing equipment to maximize maintenance and support efforts.
- Providing a cost-effective solution while still accommodating business needs.
- Validating all approved workstations to ensure security standards are met.
- Ensuring only approved workstation configurations and associated services are procured.

### **Purpose**

OMES has an established list of standard hardware configurations to promote the standardization of equipment, improve the security of the state's computing environment and realize economies-of-scale cost savings in the procurement and maintenance of computing equipment.

### **Definitions**

Workstation – A computer device that an end user uses to complete work, including any desktop, laptop, tablet or virtual desktop hardware.

Golden software image – A single, base configuration for operating systems, applications and security tools upon which other packaged software may be installed via the state's client management system.

Business class – Devices designed for higher performance and longer service that are securely sourced and allow on-site certified maintenance. They typically have longer warranties and are known to be compatible with the state's infrastructure with minimum complexity.

### **Standard**

Workstations must be procured from one of the designated configurations approved by OMES IS and deployed via an approved service provider.

Deployment of a workstation is included in the procurement.

### **Hardware standards review cycle**

OMES reviews the workstation standards on a regular basis, or as information becomes available from the vendor, to align with agency business needs, ensuring that vendors still support the equipment, verifying pricing and updating the model version if necessary.

### **Hardware refresh cycle**

All devices, whether purchased or leased, must be refreshed on a three-year cycle.

## **Hardware specifications**

Every device acquired on behalf of the State of Oklahoma must adhere to the following specifications:

- Manufacturer – Dell, Apple, Microsoft or Panasonic.
- Operating system – Windows 10 Enterprise 64-bit or newer, or the latest version of macOS.
- Processor – Intel i5 minimum.
- Memory – 16GB minimum.
- Hard drive size – Solid state drive or M2 drive with minimum storage size of 256GB.
- TPM enabled in the BIOS.
- Security product - Absolute Resilience Premium three-year license – must be factory-installed.
- Enterprise-class system model.
- Must be covered under the manufacturer’s original warranty. For leased devices, the manufacturer’s extended warranty must be active for the life of the lease.

For information on mobile devices, refer to the [Mobile Device Platform Standard](#).

## **Software specifications.**

Every device acquired on behalf of the State of Oklahoma must be compatible with the state’s golden software image. Agency-specific software requests should be submitted to the OMES Service Desk for packaging for distribution via the state’s endpoint management solution.

The state’s golden software image shall be installed on all devices acquired on behalf of the State of Oklahoma to ensure supportability, inclusion of all required security measures and compliance with enterprise licensing requirements.

Local accounts are prohibited without the written consent of the state CIO.

Users requiring remote desktop services shall utilize the state’s virtual desktop environment utilizing the state’s golden software image. Agency-specific software requests should be submitted to the OMES Service Desk for packaging for distribution via the state’s endpoint management solution.

## **Compliance**

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

## **Rationale**

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

## **References**

- [Mobile Device Platform Standard](#).

**Revision history**

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 04/29/2022	<b>Review cycle:</b> Annual
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<b>Approved by:</b> Joe McIntosh, Chief Information Officer	