

UIT Support Center

8 AM to 5 PM Monday - Friday

Contact: 713-743-1411 [support@uh.edu](mailto:support@uh.edu)

To submit on-line work request click <https://uofh.sharepoint.com/sites/UIT/support/networkrequests/portal>

**GENERAL INFORMATION**

UH Network Voice, Data and Video services are delivered via the University Information Technology (UIT) Network Service Center (NSC). A Work Order is deemed executable when received in Customer Services approved by a Certifying Signature Authority with active PeopleSoft cost center. Project rates may apply for items not listed based on scope of work and prevailing conditions. Additional administrative fees are applicable to non-UH entities. All prices are subject to change.

**Terms of Product and Service Use:**

There is no charge for repairs due to defective parts and/or workmanship but a certified work request is required. UIT cannot assume responsibility for loss, theft, damages and/or repairs arising from customer's neglect. Equipment/services required to restore/correct conditions will be charged according to this NSC Product Guide. Cabling work is conducted in accordance with the UIT Network Standards and UH Master Specifications Division 27 viewable at: [www.uh.edu/cablingstandards](http://www.uh.edu/cablingstandards). UIT annually assesses the actual cost of doing business in compliance with MAPP Policy 03.01.01: Service Centers (Recharge Centers). Please also refer to MAPP Policy 10.03.05 Employee Responsibilities - Telecommunications Resources.

**SERVICES AND PRODUCTS RATES**

**Description Rates**

**1. Annual Core Technology Fee**

This annual assessment covers network and telecommunication services which includes but are not limited to internet access, customer service support, information systems backbone, email, telecom maintenance, communications equipment and support/maintenance etc.

**2. Telephone Products**

**One-Time Fee**

Effective April 2015, UIT does not purchase phone devices for colleges/departments. UIT recommends UH departments go directly to the Microsoft Catalog at <https://www.microsoft.com/en-us/microsoft-teams/across-devices/devices/category/desk-phones-teams-displays/34> for a variety of Skype for Business and MS Teams optimized phones and accessories for new employees or to replace existing devices. **UIT recommends the Poly and AudioCodes phones.** Departments may purchase these devices from any other retail store as well.

**3. Voice, Data and Wi-Fi Installations**

**One-Time Fee**

Jack Installation (less than 5)	\$ 250.00	ea.	
Jack Installation (5 or more)			Cost Estimate Required
Jack Activation or Repair			No Charge
Wi-Fi Installations			Cost Estimate Required
Customer Requested Technician Coverage (8am-5pm M - F)	\$ 57.00	hr.	
Customer Requested Technician Coverage (outside 8am-5pm M-F and including weekends)	\$ 85.50	hr.	
Custom Work			Cost Estimate Required
Project Manager / Analyst Work	\$ 150.00	hr.	

**4. Special Telecommunications Circuits**

**One-Time/Annual Fees**

Dry Pair Point-to-Point Circuit (circuit w/ vendor demarcation point extended)			SLA Required
Dedicated Trunk			SLA Required

**5. Call Center and Fax Services**

**One-Time Fee**

ACD W/ Message Recording Device (Service Level Agreement)			SLA/Cost Estimate Required
Design Charges for Caller Applications - based on Tech time per hr.	\$ 150.00	hr.	
Fax Server Setup fee	\$ 10.00	ea.	

**6. Cellular Services - Monthly charge from provider (Verizon, Sprint, etc.)**

**Annual Admin Fee + Monthly Fee**

Cellular or Paging Services	\$ 25.00	ea./yr.	+ Monthly Cost from Provider
Air Cards (hotspots)	\$ 25.00	ea./yr.	+ Monthly Cost from Provider

**7. Camera Services**

**One-Time Fee**

Management Cameras			Cost Estimate Required
Public Relations Cameras			Cost Estimate Required