

that non-standard hardware or software can be installed on a SIGNET workstation only on a stand-alone basis as long as it does not affect the workstation baseline configuration or interfere with SIGNET standard software.

The SA will complete an IPR form (EXT 1697-T) with the description and cost of items they recommend, including source of procurement (local source or Ottawa) and forward it to the client. Once the client has decided to proceed with the purchase as recommended by the SA, the client will fill in the EN number on the IPR form, obtain an authorized signature and forward it to the SA for procurement action.

For local purchasing, the SA will proceed with the order through a local sole source or tendering process.

For purchasing through Ottawa, the SA will forward the IPR form to STAP for procurement action.

## **6. Stand-alone hardware and software acquisitions**

All stand-alone requirements are to be processed by STOS for Headquarters and by the Systems Administrator (SA) for missions.

The same procedures outlined in 4.1 and 4.2 above will apply.

## **7. Inquiries**

At Headquarters, STOS is available to provide answers to technical questions, and STA will be pleased to assist in areas involving procurement (STAP), finance (STAO) or contract regulations (STA).

At missions, technical and administrative questions concerning acquisitions should be addressed to the Systems Administrator (SA).

Any questions concerning this document should be addressed to STA.