

procurement (company), and forward the form to the client. The client will fill in the Budget Transfer (preferably) or EN number, obtain an authorized signature and forward the form to STAP for procurement action. STOS may decide to fill this requirement as part of a larger purchase if there are financial or other reasons to do so.

4.2 Non-standard SIGNET hardware and software. For non-standard hardware or software, the user should confer with STOS to determine the exact requirements and the cost, implementation and maintenance implications of suitable alternatives. The client may determine the final selection, but must be aware 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.

STOS will complete an IPR form (EXT 1697-T) with the description and cost of items agreed upon, including source of procurement (company), and forward it to the client. The client will fill in the Budget Transfer (preferably) or EN number, obtain an authorized signature and forward the form to STAP for procurement action.

5. Acquisition of hardware and software at missions

At missions, all informatics procurement requirements should be directed to the SIGNET Systems Administrator (SA). The SA may request advice from the Regional Systems Manager (RSM). Items will be procured for the clients by one of the following two methods:

- mission or STO current inventory, if available, for standard hardware; or
- purchase through sole source or tendering process.

The SA will contact STOS to determine the availability of equipment (through STO current inventory) or to procure from Ottawa.

5.1 SIGNET standard hardware and software. SIGNET standards have been defined for specific products (see Annex C). Clients should be aware of the advantages of implementing or supporting standard products, and should discuss this with their SAs.

When standard products are available from the mission current inventory or STO current inventory, the SA will complete an IPR form (EXT 1697-T) with the description and cost of the items they recommend, and forward it to the client. The client will fill in the EN number on the IPR form if the items provided are from the STO inventory or from the mission inventory. The client will obtain an authorized signature and forward the form to the SA for action. The EN is entered onto FINEX, and the SA advises Headquarters (STOX) of the requirement.

When standard equipment is not available from the mission current inventory or STO current inventory, the SA will verify the availability of equipment from a local source or STOS. The SA will then complete an IPR form (EXT 1697-T) with the description and cost of the items recommended, including source of procurement, and forward it to the client. The client will fill in the financial code on the IPR form, obtain an authorized signature and forward the form to the SA for procurement action. For local purchasing, the SA will proceed with the order through a local sole source or tendering process. All local purchasing must follow security regulations as set out in the departmental *Security Instructions Manual*, FAIT 13.

For purchasing through Ottawa, the SA will complete an IPR form (EXT 1697-T) with the description and cost of the items they recommend, and forward it to the client. The client will fill in the EN number, obtain an authorized signature and forward the form to the SA for action. The EN is entered onto FINEX, and the SA forwards the IPR form to STAP for procurement action.

5.2 Non-standard SIGNET hardware and software. For non-standard hardware or software, the user should confer with the local system administrator to determine the exact requirements and the cost, implementation and maintenance implications of suitable alternatives. The client may determine the final selection, but must be aware