

2.3 STD/Experts partnership. The procedures below are proposed in realization of the need to form a partnership between the technical experts (STD) and the business experts (other areas) in the Department. It recognizes that:

- (1) The **technical** experts in STD can provide input into the most suitable systems solution in terms of compatibility with the existing infrastructure. Generally, the more consistent an acquisition is with departmental technical standards, the more economically the acquisition can be implemented and maintained with existing staff. STD, as technical experts, determine security implications of systems changes, and also perform configuration management duties, which involve keeping track of the hardware and software connected to SIGNET. In addition, technical experts are knowledgeable of contract mechanisms (such as bulk buys or special supply arrangements) designed to save the government money.
- (2) The **business** experts are responsible for realizing systems benefits. If the goal to "reinvent government using technology" is to be realized, input from the business experts is critical.

3. Client requirements

Client requirements for additional informatics hardware or software will be forwarded for procurement to the SIGNET Operations Division (STO) at HQ and to the Systems Administrator (SA) at missions. Equipment that was originally provided by users or provided by STD as "non-standard" equipment at the specific request of a user, will be the responsibility of the user to upgrade or replace.

An *Informatics Procurement Request* (IPR) form (EXT 1697-T, see Annex B) will be used to facilitate acquisitions. It will describe the items to be acquired, their cost and will identify the method of payment (if required), either a financial encumbrance (EN) or budget transfer (BT). Note: the receiving responsibility centre (RC) for ENs and BTs is RC 280.

Annexes C and D are provided to assist you in identifying your procurement requirements:

- Annex C lists all SIGNET standard items. Note that SIGNET standard **software** listed in this annex will be provided and installed at no cost by STO (HQ), and by the SA (missions).
- Annex D provides a cost breakdown for workstations, other hardware, software, maintenance and ongoing support for OGDs and additional FTEs.

4. Acquisition of hardware and software at Headquarters

Informatics procurements, especially those that connect to the SIGNET/MITNET infrastructure, should be directed to the Informatics Services Section (STOS), who will procure items for the clients by one of the following two methods:

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

4.1 SIGNET standard hardware and software. SIGNET standards have been defined (see Annex C), representing products of various classes that are most economically implemented or maintained.

- (1) When standard equipment is available from the STO current inventory, STOS will complete an IPR form (EXT 1697-T) with the description and cost of the items, and forward the form to the client. The client will fill in the budget transfer number on the IPR form, obtain an authorized signature and forward the form to STAP for procurement action.
- (2) When standard equipment is **not** available from the STO current inventory, STOS will complete an IPR form (EXT 1697-T) with the description and cost of the items they recommend, including the source of