



IMTS Computer and / or Accessories Request Form

(Required Fields Appear in Red)

IMTS Service Request for Computer Equipment

Please complete the attached form and forward to the IT Service Desk using the [IMTS Self-Service Portal](#)

The procurement and management of all desktop computer equipment is managed by IMTS. The purchase will be completed by IMTS on your behalf. Associated cost will be charged to the financial coding you provide.

Client contact and financial information

1. Primary Contact - This is the main contact for the sector for any questions in regards to this request.
2. Responsibility Centre Code - You can find your RC Code at the link below.

<http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/CFO/FMMO-OFGM/AFP/CMA/Accounting/CA/Coding/regsec.asp>

3. Financial Coding - Please complete the financial coding in its entirety. This can be obtained from your Administrative Officer.

Responsibility Centre Manager Approval

1. After completing the form obtain RC managers approval for the expense. There are two ways to provide this approval
 - a. Cut and paste an email from the RC Manager into the section "Email from RC Manager with Signature Block".
 - i. Complete the form in its entirety.
 - ii. Click on the email icon at the top of the form
 - iii. Enter your RC Managers email address and send
 - iv. The RC Manager simply has to reply with an approval and include his/her signature block.
 - v. Select the text in the email along with the manager's signature block and copy this to the form into the section ""Email from RC Manager with Signature Block".
 - vi. Save and submit the form using the [IMTS Self-Service Portal](#)
 - OR
 - b. Have RC Manager physically sign the form.
 - i. Print the form and have the RC Manager sign
 - ii. Scan the form to email or to a network folder
 - iii. Submit the form using the [IMTS Self-Service Portal](#)

REASON FOR REQUEST

Please provide workstation name of equipment being replaced and check all that apply.

COMPUTER NAME

To find your computer name:

1. click START
2. click ALL PROGRAMS
3. click BgInfo (French or English)



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TYPE OF EQUIPMENT REQUIRED

Standard Desktop equipment will be provided from the IMTS inventory purchase through the RVD process (Request for volume discount).

Computer Accessories and/or components require approval from the Service Desk before being procured. It may be required that the device be purchase and installed by IMTS.

ENHANCED WORKSTATION

This type of desktop computer equipment will be provided from the IMTS inventory purchase through the RVD process (Request for volume discount). There are additional supplementary fees for this type of equipment. Please refer to the [On-line Service Catalogue](#) for pricing.

SPECIALIZED WORKSTATION

This type of desktop computer equipment is purchase for the client when requested. Equipment cost is based on the purchase price plus applicable administration fees. Please refer to the [On-line Service Catalogue](#) for pricing.

For the procurement of all hardware and software, effective April 1, 2005, use of Standing Offers for these commodities is mandatory. There is no delegation of authority to acquire the items using other procurement approaches.

For more information on this policy please see:

<http://computer.pwgsc.gc.ca/index.html?CFID=15099617&CFTOKEN=72656044>

For a listing of equipment available from the NMSO (National Master Standing Offer) refer to:

<http://computer.pwgsc.gc.ca/index-eng.cfm?af=ZnVzZWJjdGlvdj1idXlfbWljcm8uaG9tZSZsYW5nPWVuZWw==>

Rules for Use of Standing Offers

<http://publiservice.tpsgc-pwgsc.gc.ca/acquisitions/text/rules-e.html>

MONITOR

There is a fee for replacement of monitors that are not out of warranty, additional monitor(s) or to replace a standard monitor with a larger monitor. Please refer to the [On-line Service Catalogue](#) for pricing and size of Standard and Large monitors.

SPECIALIZED REQUIREMENTS

DFO image is the standard configuration for departmental equipment. It contains the standard productivity suite of software and other common approved software applications.

DFO Equipment Life Cycle Management in the process by which departmental computer equipment is replaced. At present life cycle replacement is initiated on year 5 of the computer equipment. A yearly fee will be collected to cover the cost of the replacement. Please refer to the [On-line Service Catalogue](#) for pricing or contact your region [Client Portfolio Manager](#).

DETAILS OF CONFIGURATIONS OR ACCESSORIES THAT ARE REQUESTED

In order to avoid delays in fulfilling the request, ensure adequate details are provided so the request can be filled quickly and the equipment provided meets your requirements.

DETAILS OF BUSINESS REQUIREMENTS IF REQUESTING SPECIALIZED EQUIPMENT

Provide details on what the business requirements are for the specialized equipment. This will ensure the proper equipment is provided at the best economical cost.

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Client Contact and Financial Information					
Primary Contact Name Paul Regular		Primary Contact Email Address Paul.Regular@dfo-mpo.gc.ca			
Branch Science	Sector Groundfish section		Estimated Cost 5 000		
Responsibility Centre Manager Keith Lewis		Responsibility Centre Code (5 digits)			
Finance Coding					
Responsibility Centre	Business Line	Allotment	Line Object	Project Code	Department 06
11160	810	120	0930	91601	06
RC Manager Signature or Email with Signature Copy and paste email from RC Manager with the signature block for financial approval					
Signature (Entrust .p12 file required* for digital signature) Lewis, Keith Digitally signed by Lewis, Keith Date: 2019.05.09 10:08:47 -02'30'			Date 2019-05-09		
Approval Authority Signature or Email with Signature where Applicable (ie Director, RDG, ARDG, AC, ADM, etc., ex Maritimes RDG) Copy and paste email from Approval Authority for final approval.					
Approval Authority Name			Approval Authority Title		
Signature (Entrust .p12 file required* for digital signature)			Date		

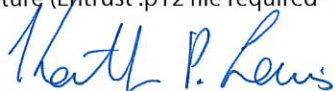
*To create an Entrust .p12 file:

- run Entrust and log in. Right-click on the Entrust icon in your Windows taskbar (yellow key);
- select Entrust Options...
- click the Export... button under the User Profile tab
- follow the Export Entrust Credentials wizard using the option Certificates and Keys using PKCS#12

Reason for Equipment Request	
Computer name, make, model, serial#: _____	
<input type="checkbox"/> New Request (not replacing existing equipment)	
<input type="checkbox"/> Upgrade from Present Workstation	
<input type="checkbox"/> Downgrade from Present Workstation	
<input type="checkbox"/> Shared Equipment (not assigned to one user)	
<input type="checkbox"/> Equipment required for temporary use	Expected Return Date
<input type="checkbox"/> Replacement for Lost or Damaged equipment	
<input checked="" type="checkbox"/> Equipment for new position new FTE and no equipment presently in place	
Type of Equipment Required	



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<input type="checkbox"/> Standard Desktop	
<input type="checkbox"/> Computer Accessories and/or components	
Enhanced Workstation	
<input type="checkbox"/> Standard Laptop	
<input type="checkbox"/> Ultra Light Laptop	
<input type="checkbox"/> High Performance Desktop	
Specialized Workstation	
<input type="checkbox"/> Ruggedized Laptop	
<input type="checkbox"/> Ruggedized Tablet Laptop	
<input type="checkbox"/> Engineering Workstation	
<input type="checkbox"/> Specialize Workstation Configuration (Please provide configuration details below)	
<input type="checkbox"/> Tablet Laptop	
<input checked="" type="checkbox"/> Mobile Workstation	
Monitor	
<input type="checkbox"/> Standard Monitor	<input type="checkbox"/> Additional Standard Monitor
<input checked="" type="checkbox"/> Large Monitor	<input checked="" type="checkbox"/> Additional Large Monitor
Specialized Requirements	
DFO image with core productivity application installed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will this computer be connected to the DFO Network ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you want equipment replaced as part of DFO Equipment Life Cycle Management ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Details of specialized configuration or accessories that are required (attach additional pages if necessary)	
Configuration: Microsoft Surface Book 2 - i7-8650U 16GB RAM 512GB SSD Surface Dock	
Details of Business Requirements if requesting specialized equipment (attach additional pages if necessary)	
As part of the SPERA project: "A Predictive Model of the Environmental Regulation of Capelin" we will be hiring 1 personnel who will be tasked with big data projects that require the computational power of a superuser computer. The simulations and analyses she/he will conduct in the statistical program R require a lot of RAM and parallel processing power to get results in a timely manner. A mobile workstation is necessary since he/she will need to take work to workshops and conferences.	
RC Manager Signature or Email with Signature	
Copy and paste email from RC Manager with the signature block for financial approval	
Signature (Entrust .p12 file required* for digital signature)	Date
	April 18, 2019 2019-05-09