

REQUEST FOR NON-STANDARD IT EQUIPMENT

REQUESTOR INFORMATION

Name: _____

Bldg./Room #: _____ Department/Branch or Section: _____

Phone Number: _____

JUSTIFICATION: I am submitting this request because the NIH Standard desktop, laptop, or other IT equipment configurations do not meet my mission requirements or needs. (See below memo).

Please attach a quote and specifications for the desktop or laptop being requested.

The requested equipment is for non-administrative tasks, scientific use, or research use only.

Other (please specify):
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The undersigned has read the above information and agrees that he/she is aware of the NIH policy for Administrative Desktop and Laptop purchases.

SIGNATURES

Employee or User Signature

Date:

Immediate Supervisor

Date

Department Head

Date:

DECISION

Approved	Disapproved
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CC Deputy Chief Information Officer

Date

TO: NIH Executive Officers
IC Chief Information Officers

FROM: NIH Deputy Director for Management, (Acting)
NIH Chief Information Officer

SUBJECT: New NIH Requirement for Purchase of Desktops and Laptops

OMB Memorandum M16-02^[1] directs that common use laptops and desktops be purchased from specific contracting vehicles and configured using one of several government wide specifications. This memo provides guidance on how NIH will implement these requirements.

Commodity computers (desktop and laptop computers that provide basic end user computing needs, such as word processing, email, spreadsheets, etc.) must be purchased through one of three government wide acquisition vehicles identified by the OMB Memorandum: NASA SEWP, NITAAC CIO-CS and GSA. NITAAC should be considered as the first choice for acquisition of commodity computers, but if NITAAC cannot meet your organization's needs, then computers may be acquired through NASA SEWP or GSA.

If you have an existing contract that acquires commodity computers outside of these vehicles, you can continue to use your vehicle until the end of the current option period, after which it should be retired.

Through the efforts of an NIH working group, most of the NIH requirements for commodity computers have been included in the current set of government wide specifications, known as the Government-wide Strategic Solution (GSS) 2.0. NITAAC's GSS approach provides the ability to easily purchase these commodity computers with any of the OMB-approved specifications. In addition to purchasing commodity computers that meet these government wide configurations, NITAAC also provides the ability to easily purchase NIH specific configurations for Mac computers and tablets. Details on how to order computers through NITAAC can be found at <https://nitaac.nih.gov/resources/tools-and-templates#block-views-tools-and-templates-block-11>.

If you have a significant requirement for commodity computers that you do not believe can be fulfilled through the above processes, please contact the NIH Office of the CIO.

Regards,

Dr. Alfred Johnson
Andrea Norris

^[1] <https://www.whitehouse.gov/sites/default/files/omb/memoranda/2016/m-16-02.pdf>

Division of Simplified Acquisition Policy & Services
Office of Acquisition Management and Policy (OAMP)
Office of Acquisition and Logistics Management (OALM)

^[1] <https://www.whitehouse.gov/sites/default/files/omb/memoranda/2016/m-16-02.pdf>