



Connecticut DOT

Number: CD-2022-7

Bureau of Engineering and Construction

Date: November 22, 2022

## CONSTRUCTION DIRECTIVE

DocuSigned by:

*John S. Dunham, P.E.*3B4686B5B717446...  
Construction Administrator

### **Procedures for CEI Computing Devices on CEI Inspected Projects and the Acquisition and Management of CTDOT-Purchased Computing Devices on CTDOT Projects**

This Directive replaces Construction Directive [CD-2017-9](#) and updates the Department's Procedures concerning computing devices for (1) Consultant Engineering and Inspection (CEI) staff, and (2) the acquisition and management of CTDOT purchased computing devices for Department staff.

#### **1. CEI Staffed Projects - Computing Device and Resource Process:**

Effective **December 1, 2022**, the Department will no longer supply Computing Devices for use by CEI staff assigned to new CTDOT projects. Each respective CEI Firm / CEI Employer shall provide the necessary computing equipment, including, but not limited to, devices, monitors, hardware, software, and necessary network connectivity (i.e., Wi-Fi and/or Cellular Data). This shall be at no additional expense to the Department and must be made available to the CEI staff prior to the start of their assignment on the CTDOT project.

Each CEI staff assigned to a CTDOT project must be equipped by the CEI firm with computing devices and resources meeting or exceeding the minimum required specifications listed on the <https://portal.ct.gov/dot/office-of-construction/construction-field-office-technology>.

The CTDOT field Transportation Supervising Engineer (TSE) and Transportation Engineer 3 (TE3) (also referred to as Project Engineer) assigned to the project should verify the proper assignment of the necessary tools of the trade and other equipment required to perform the CEI work. The CTDOT Division of Construction Operations (DCO) and the CTDOT Field Office Technology webpage are available for assistance and continuity relate to requirements these requirements.

#### **2. CTDOT Staffed Projects - Computing Device and Resource Process:**



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For CTDOT staffed projects (state employees), the processes and procedures detailed herein apply regardless of whether a field office is/will be established the project. The computing device(s) are considered required tools for the CTDOT staff to perform their assigned duties.

The office TSE in each District is responsible for coordinating the acquisition of CTDOT purchased devices for use by CTDOT Construction staff.

### **A. Forms and General Instructions:**

The noted forms are periodically updated to accommodate necessary updates and changes. The District should ensure the latest form is being used and filled out properly. The [device forms](#) are available in the approved forms folder on the DCO SharePoint site. Only the most recent forms shall be used.

#### **1. Field Office Device Order Form (PDF):**

- Completed by District office TSE to order computing devices for CTDOT project staff.
- The order form is completed and submitted after the Contract is advertised and funding is available.

#### **2. Field Office Data Line Install Request (XLS):**

- Completed by District office TSE or designated staff.
- Once the Contractor has installed the specified phone and internet connections in the field office, the form is completed and submitted to the DTS Communications staff.

#### **3. Equipment Transfer Form (Supplied by DTS):**

- Completed by Department of Technology Services (DTS) staff.
- Completed and signed in accordance with Asset Management / Inventory procedures.

#### **4. Materials Delivered Sheet (Supplied by DTS):**

- Completed by DTS staff, listing items received by the respective project/administering District or transferred back to DTS.

#### **5. Field Office Computer Equipment Removal Form (XLS):**

- Completed by District office TSE or designated staff to request removal of the data line and associated CTDOT equipment.

#### **6. Device Inventory Spreadsheet (XLS):**

- Completed and maintained by District's Office TSE or designated staff to track



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deployments and transfers of all computing devices assigned to the unit.

- Note: At the time of this directive, the Department is actively developing a new inventory tracking solution. Once that is finalized, the inventory will be managed using that solution.

### **B. Project Closeout:**

1. Following the issuance of the Notice of Substantial Completion (Con-100), the field TE3 will confer with the field TSE to determine when the project field office should be closed. Once the field office closure / removal date is determined, the office TSE or designated staff are notified, and they will submit the completed removal request to the DTS Communications staff.
2. The field TSE/TE3 and office TSEs coordinate to ensure that the necessary equipment remain assigned to the respective CTDOT staff for use to complete their respective work assignment and duties.
3. Equipment not remaining with CTDOT staff will be inventoried and transferred back to DTS. Typically, DTS Communications staff may collect this equipment from the field office when they collect their respective CTDOT communications equipment (i.e. desktop PCs, router, switch, access-point, etc.).
4. The office TSE or designated staff will coordinate with the DTS staff to:
  - Have any project named devices renamed to the next appropriate project or generic district construction device name. Typically, the DTS staff may be able to perform this remotely or the device may need to be brought to the DTS office in Newington.
  - Update or move the cellular charges after the Con-100 (Substantial Completion) date, but before the Con-500 (Acceptance of Work) date. The charges are moved from the project funding for the project that is ending and moved to the unit overhead or to a new project that the staff are assigned to.

### **C. General:**

1. The office TSE is responsible for:
  - a) Coordinating or re-assigning all of the mobile devices and accessories within the unit and maintaining the Bureau Devices inventory spreadsheet.
  - b) Coordinating the transfer back to DTS of equipment that is considered to be surplus, decommissioned, or considered at “end of life” of the device.
  - c) Maintaining the Device Inventory Spreadsheet(s), which reflect the assignment status of computing devices assigned to the unit. Maintained information includes: CTDOT Tag No., Device Make/Model, Serial Number, Employee assigned to, Project purchased under, cellular charges to Project No xxxx-xxxx, Overhead or



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cancelled and respective dates, Device name (and changes), transfer between employees.

2. Device Transfers – All Department-supplied computing devices and associated equipment must be tracked by assignment to one individual that is designated as the device custodian. This is necessary due to procurement rules and for compliance with the State of Connecticut Computer Use Policy. DTS is provided updates of equipment transfers so that they may update their records (device and cellular assignment).
3. The computing devices purchased on a particular project are intended to remain on the project that they were funded and purchased for until it is deemed substantially complete (CON-100).
4. Requesting Surplus Equipment from DTS – DTS has been appointed to manage the computer equipment after it has been removed from projects. The office TSE may request equipment from DTS that may be available from the surplus equipment supplies. The request should be via email to DTS ([DOT.ConstructionProjects@ct.gov](mailto:DOT.ConstructionProjects@ct.gov)) with a cc to DCO technology staff ([DOT.DeviceOrders@ct.gov](mailto:DOT.DeviceOrders@ct.gov)). The email request should include the employee(s) that equipment is being requested for, work location where equipment will be used, and a list of equipment being requested. Computing device received should be reflected in the Device Inventory Spreadsheet. DTS will prepare the PC Equipment Transfer Form(s).

If you have any questions regarding this procedure, email ([DOT.DeviceOrders@ct.gov](mailto:DOT.DeviceOrders@ct.gov)) or contact the eConstruction/Technology Group TE3 in the DCO

DTS staff supporting the construction devices are available at [DOT.ConstructionProjects@ct.gov](mailto:DOT.ConstructionProjects@ct.gov) or by contacting the DOT Help Desk [DOT.Helpdesk@ct.gov](mailto:DOT.Helpdesk@ct.gov).