



Connecticut DOT

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Office of Construction

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CONSTRUCTION DIRECTIVE

Construction Administrator

Policies and Procedures for the Acquisition and Management of CTDOT-Purchased Computing Devices

This Directive supersedes Construction Bulletin CB-2016-3. These procedures and requirements have been updated regarding the acquisition and inventory for computing devices, accessories and related services. Most important are the procedures for assignment and redeployment of these devices and accessories associated with the administration of Construction projects.

The processes, procedures and associated forms detailed herein apply to all projects that include a field office specification with a revision date of January 20, 2016 or later, as well as multi-site projects that do not include a field office specification. The District's Office Transportation Supervising Engineer (TSE), or other appointed District personnel, shall confirm that the Construction Field Office Specification with a revision date of January 20, 2016 or later is included in contracts during the design review process.

Effective immediately, the following revised forms and processes shall be used by Construction Division staff for ordering, transferring, and decommissioning of computing devices, as well as requesting a field office data line installation:

Forms to be used:

- ***Field Office Device Order Form*** – (PDF) To be completed by District's Office TSE to order tablets, PCs, laptops and related accessories.
- ***Field Office Data Line Install Request*** – (XLS) To be completed by District Staff to setup field office network connection.
- ***PC Equipment Transfer Form*** –(Supplied by DTS) To be completed by Department of Technology Services (DTS) personnel to transfer computers and track inventory, and will use Property & Facility "Notice of Equipment Transfer" to be signed off by District staff.
- ***Materials Delivered Sheet*** – (Supplied by DTS) To be completed by DTS to denote all items being delivered at each deployment.
- ***Field Office Computer Equipment Removal Form*** – (XLS) To be completed by District staff to identify equipment to be removed from a field office at the close of a project.
- ***Device Inventory Spreadsheet*** – (XLS) To be completed and updated accordingly by District's Office TSE to track deployments and transfers of all computing devices.

The noted forms are periodically updated to accommodate necessary hardware and process changes, as needed. The District representative must use the latest version of the forms that are available in ProjectWise. The use of an outdated version may result in the form being returned and not processed.

These instructions and fillable PDF order forms are available in ProjectWise (ProjectWise File Path: Documents > 04.1 – Construction Libraries > 04.200 – Approved Forms and Inspection Checklists).

A user guide for the initial setup of these computer devices is available in ProjectWise (ProjectWise File Path: Documents > 04.1 – Construction Libraries > 04.100 – Manuals, Guides, and Training Videos). Device recipients are encouraged to only call Douglas Harz in the Office of Construction (OOC) if, after reading the guide, they are still experiencing any questions or issues.

Instructions:

- A. Ordering Computing Devices and accessories for Projects** – Approximately 3 weeks after advertisement of a construction contract, the District’s Office TSE must ensure that the Project’s funding has been established. The TSE shall complete the form in accordance with its “Instructions” page, and email the completed form as directed. Any order forms submitted with incomplete fields or for projects without incidentals funding in place *will be returned to the sender unprocessed*.
- B. Field Office Data Line Setup** – As soon as the Contractor has installed the phone and internet connections in the field office, the District Staff must complete the form and email it as instructed on the form, to ensure the timely scheduling and installation of a DTS data line.
- C. PC Equipment Transfer Form** - DTS will prepare a new form when a new device is deployed or transferred but will need the form signed off by the District’s Office TSE.
- D. Materials Delivered Sheet** – DTS will prepare a new form detailing all devices and peripherals at each deployment, partial or otherwise.
- E. Project Closeout** – Following the issuance of the CON-100 (*Contract Status* indicating the “Substantially Completed” date), the project staff will determine when it is no longer necessary to maintain the project field office. Once determined, the project’s Chief Inspector or Project Engineer must initiate the removal of the equipment and complete and submit the *Field Office Computer Equipment Removal Form* to DTS based on the instructions below. DTS staff will prepare a *PC Equipment Transfer Form* for computing device inventory transfer, and coordinate a date and time to perform the removal of identified equipment within the requested service window. Prior to the scheduled removal date, the project staff must collect all items documented on the form and have them available for pickup when DTS Communications staff arrives.

Use the following guidelines where applicable:

1. For Consultant-Inspected Projects: The Project Engineer must arrange for collection of all project-purchased devices and accessories upon project completion. Each item must be documented on the *Field Office Computer Equipment Removal Form*. DTS Communications Unit will arrange to collect all listed equipment and return it to DTS in Newington. All tablets are expected to be removed from Consultant projects unless other arrangements have been made with DTS and the OOC.
2. For State Inspected Projects: The Project Engineer or Chief Inspector must arrange for collection of all project-purchased accessories, and any mobile devices not remaining with the inspector(s). Mobile devices will generally remain in the possession of the inspector except in cases where the device is planned to be reassigned or decommissioned at the determined “end of life” for the device. Each item must be documented on the *Field Office Computer Equipment Removal Form*. DTS Communications Unit will arrange to collect all listed equipment and return it to DTS in Newington.

At project closeout, the following items will be retrieved by DTS:

- i. Monitors
- ii. USB Keyboards
- iii. USB Mice
- iv. Desktop PCs
- v. DTS Supplied Router
- vi. Mobile Devices (as noted above)

The above items must be included on the *Field Office Computer Equipment Removal Form* unless prior arrangements have been made with DTS and the OOC for the item(s) to remain.

The District’s Office TSE will be responsible for documenting the device and equipment status with DTS and the OOC, and updating the *Device Inventory Spreadsheet* to identify any assignment changes. If arrangements to retain equipment have not been made prior to the removal date, DTS staff will arrive and remove all of the equipment noted above.

Arrangements can be made to obtain equipment using the processes noted in “**H. Requesting Surplus Equipment from DTS**” of this document.

Devices remaining with the inspector must be brought to DTS in Newington as soon as possible following project completion so that the device can be re-named, and the cellular/VPN service transferred to overhead funding. For staff that will be retaining their devices following project completion, the case/keyboard, dock, cables, USB flash drive, and cellular air card (if applicable) issued with the device will remain in their possession and remain their responsibility. Inspectors can coordinate the changes by emailing DTS (DOT.ConstructionProjects@ct.gov). Cellular and VPN services are to remain on overhead funding indefinitely thereafter, unless otherwise approved by DTS or OOC.

F. Device Inventory Spreadsheet - Once the computing device previously ordered by the District's Office TSE has been configured by DTS and deployed to the designated project recipient, the District's Office TSE must document each device on the *Device Inventory Spreadsheet*, located in ProjectWise (ProjectWise File Path: Documents > 04.1 – Construction Libraries > 04.700 – e-Construction). This spreadsheet must be continually updated as follows:

1. to record a new device
2. when a device is transferred between staff on an existing active project
3. when a device is removed from an active/completed project
4. to reassign a device to other staff/project

G. Device Transfers – All Department-supplied computing devices and associated equipment must be tracked by assignment to one individual that is designated as the device owner. This is necessary due to procurement rules and for compliance with the State of Connecticut Computer Use Policy. *All device transfers must be coordinated through DTS and OOC.*

The computing devices must remain on the project that they were funded and purchased for until it is deemed substantially complete (CON-100 issued for substantial completion). Devices may be transferred between personnel assigned to that project, as needed, using the guidance herein. At the completion of the project, mobile devices may remain with the inspector or be returned to DTS. Please refer to “**E. Project Closeout**” for further guidance.

If at any time it becomes necessary to reassign a device and associated equipment, the District's Office TSE must submit an email request to [DTS and DOT.DeviceOrders \(DOT.DeviceOrders@ct.gov & DOT-DLConstructionProjects@ct.gov\)](#). Please include the name of the existing device owner, name of the new owner, computer name, and state asset tag number. Once received, DTS will prepare for the reassignment and schedule a time with District staff. After the device has been fully reassigned, the District's Office TSE must update the *Device Inventory Spreadsheet* to reflect the transfer. As part of the transfer process, DTS will also reassign the cellular service to the new device owner. Cellular service normally remains with the device it was acquired with and must always be reassigned to the device's current owner for tracking and inventory purposes. For this reason, it is important that DTS is notified whenever changes are made.

H. Requesting Surplus Equipment From DTS – DTS has been appointed to manage the computer equipment after it has been removed from projects. The District's Office TSE may request the available equipment for their staff by submitting an email to DTS ([DOT.ConstructionProjects@ct.gov](#)) with [DOT.DeviceOrders@ct.gov](#) included on the cc. The email request must include, at a minimum, 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 reassignments must be documented on the *Device Inventory Spreadsheet*. DTS will prepare the *PC Equipment Transfer Form* for signature prior to the scheduled pickup date.

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If you have any questions regarding this procedure, email (DOT.DeviceOrders@ct.gov) or contact Douglas Harz (860) 594-2681, Christopher Dirga (860) 594-3122, or Nelio Rodrigues (860) 594-2658.