

LETTER OF REQUEST (LOR) CHECKLIST

Introduction USA CMIT Questionnaires

We want to make sure that we are offering and buying you the correct and best available USA Commercial Market Information Technology (CMIT) products possible. To do this we need to understand your requirements as best we can. We have developed a list of questions that we need you to answer, which will help us better understand your specific CMIT product needs. NOTE: CMIT products are not part of the USA DoD "Standard Inventory" (there are no National Stock Numbers).

We have a Customer Country Infrastructure/Preference Questionnaire.

We then divided CMIT Products into six different Group Questionnaires.

- (1) Portable Personal Computers (PPC),
- (2) Desktop Personal Computers (DPC),
- (3) Workstation Computers,
- (4) Server Computers,
- (5) LAN Products,
- (6) CMIT Professional Products (CPP).

Each of the six Product Group Questionnaires has a short definition with examples of appropriate products/content. When Server/LAN products are required for a project or there are additional questions, a video-teleconference, and/or telephone-call can be requested by e-mail sent directly to james.bailey3@us.army.mil.

You can select the Original Equipment Manufacturer (OEM) -and/or- Original Software Developer (OSD) CMIT products. To assure that we offer you the exact CMIT products or a very closely matched USA OEM/OSD CMIT product substitute, answers are required on Product Group Questionnaires. You must submit one "Product Group Questionnaire" for each OEM model and/or OSD version product that we need to offer and/or purchase for you.

If you are not sure of a specific manufacturer, we can make recommendations to you on specific USA OEM/OSD CMIT products. You can submit a Product Group Questionnaire for any type product that you want, but have no preferred OEM/OSD names, product name with model/version number, or Internet website information. Provide us a product type name (laser-printer, page-scanner, digital-camera, PDA, cell-phone, computer ...) in the "OEM/OSD Product Name" question. Fill-in the cost/funds question and provide a number for quantity.

Our CMIT offers and purchases will be "New" USA OEM/OSD CMIT products.

Support Packages - [Three Types] are OEM/OSD recommended or experience proven appropriate for the CMIT products you select. The product items in "Support Packages" are not standard product configuration or components.

Peripherals Package - Products that are not an internal part of the computer: Monitor, Keyboard, external CD/DVD RW and Floppy/Hard-disc drives, Headset with Microphone, Speakers, Printer, Page Scanner, Projector/Screen, Modem,

Accessories Package - Transit/Carrying cases/bags, Copier/Scanner, Feeders/sorters/duplexers, Wide-Printer paper feeder, Copier/Shredder, Stands, Lenses for Cameras, Memory-sticks [AKA: Flash/Solid-State drives], Installation/Maintenance Diagnostics/Tools,

Consumable Package - Printer Toner/Ink, Projector-Bulbs, Paper-Ream, Cleaning-Kits, Blank CD/DVD/Floppy disc packages,

Country Infrastructure/Preference Questionnaire

Interoperability and/or Infrastructure Compliance

Will you accept "New" USA OEM/OSD substitute products? _____ Yes _____ No

WHAT IS/ARE THE DESTINATION COUNTRY REQUIREMENTS FOR:

AC Power (110/220VAC, 50/60Hz) Infrastructure?

AC Plugs, Outlets, and Cable Specification?

Signal/Data Cable (CAT-5/COAX/...) and Connections Specifications?

RF/UHF/UHF/...Wireless Frequency/Spectrum Legal Allocations?

CD/DVD/.../Phones... Media Formats/Standards/Codes...?

Television, Radio, Phone... Formats, Modulations, Standards...?

Primary Language and Secondary Language Preferences?

(USA English is the Default)

Computer Platform Preference Questions:

Your Selection

Do you want Brand-Name (IBM, HP, ...) or Custom-Build? _____

Do you want Intel/SUN/Apple/... Hardware Architecture? _____

Do you want Solaris/Microsoft/Linux/... Operating System (OS)? _____

Do you want Proprietary or Open-Source Software (OSS) Applications? _____

Default Computer Platform Selection:

CMIT Platform

Small Business Custom Build Intel Standards Compliance

Hardware

Microsoft OS and OSS Applications Suit (Office to Firewall)

Portables

Microsoft OS and OSS Applications Suit (Office to Firewall)

Desktops

Linux OS and OSS Applications Suit (Office to Antivirus)

Workstations

Intranet Security Provides Authentication, Access, Assurance Control....

Linux OS and OSS Server and Applications Suit

Servers

Network Security policy is required with Internet/Intranet Firewalls....

International Internet, Network, and File-Format Compliance

Standards

Network Protocols W3C/IEEE/ITU/IETF/NIST - TCP/IP...

Standards

File Formats W3C/GPL/OASIS/ISO - XML/Xforms/SMiL...

Standards

CMIT Products Groups/Types Questionnaires

(1) Portable Personal Computers (PPC) Questions

Definition/Example: Notebook, Laptop, and Tablet Type Computers with built-in monitor/screen, keyboard, mouse, and external ports for the same. The PPC primary power supply is internal batter and external AC power-supply. PPC must be to large to be worn on the body or in clothing, but small enough to easily travel and be used in public places and on commercial transportation (Hotel, Restaurant, Car, Plane, Train,...). Support Package and/or Special requirement comments (monitor, printer, MilSpec...) should be put in the remarks area below for PPC products.

What is the preferred PPC OEM Name?

What is the PPC OEM Product Name and Model Number?

What is the PPC OEM Website/URL/web-page?

(Example: [http://www.company.com/...](http://www.company.com/))

Computer Platform Special Software Application requirement (If any)
What is the OSD name for the Special Software Application?

What is the OSD Product Name and Version Number?

What is the OSD product Website/URL/web-page?

What CMIT product quantity (as identified) is required? _____

What amount of funds are to be allocated for each PPC? _____

What are the total funds allocated for these products? _____

Do you require a Support Package for this product? ___ Yes ___ No
 Peripherals? ___ Yes ___ No
 Accessories? ___ Yes ___ No
 Consumable? ___ Yes ___ No

Do you have any PPC remarks to help us develop our LOA?

(2) Desktop Personal Computers (DPC) Questions

Definition/Example: Most office DPC use one processor and require the connection of an external monitor, keyboard, and mouse for use. The DPC primary power-supply is normally AC and internal (Micro exceptions) to the case. DPC are to large for usage on commercial transportation or in public places. DPC total space (for the CPU case) ranges from about 0.15m³ Micro-Form and Small Form Factor or Mini-Form to 0.5m³ Tower-Forms, and the case+PS+cards weights vary greatly from about 2Kg to 20Kg. Support Package and/or Special requirement comments (page-scanners, printer, Tempest, ...) should be put in the remarks area below for DPC.

What is the preferred DPC OEM Name?

What is the DPC OEM Product Name and Model Number?

What is the DPC OEM Website/URL/web-page?

(Example: <http://www.company.com/...>)

Computer Platform Special Software Application requirement (If any)

What is the OSD name for the Special Software Application?

What is the OSD Product Name and Version Number?

What is the OSD product Website/URL/web-page?

What CMIT product quantity (as identified) is required? _____

What amount of funds are to be allocated for each DPC? _____

What are the total funds allocated for these products? _____

Do you require for this product a Support Package?	_____	Yes	_____	No
Peripherals?	_____	Yes	_____	No
Accessories?	_____	Yes	_____	No
Consumable?	_____	Yes	_____	No

Do you have any DPC remarks to help us develop our LOA?

(4) Server Computers Questions

Definition/Example: A Server is defined by the server application software far more than the server hardware which is capable of providing multiple services simultaneously as a shared LAN resource. A server will usually have more than two processors and could have as many as 64 processors. Server Computers range in size and shape from large Tower-Form to Super-Clusters of Rack-Mounted multiple Blade servers filling a large room. "Server" computers must be suitable for the number of users/workload for the community/tasks, and performance optimized with appropriate network capability and performance capacity. Support Package and/or Special requirements (KVM-switches with cables, Racks with Redundant PS, ...) can be put in the Server products remark area.

What is the preferred Server OEM Name?

What is the Server OEM Product Name and Model Number?

What is the Server OEM Website/URL/web-page?

(Example: <http://www.company.com/...>)

Computer Platform Special Software Application requirement (If any)

What is the OSD name for the Primary Server Application?

What is the OSD Product Name and Version Number?

What is the OSD product Website/URL/web-page?

Do you require a System/Site Survey? Yes No

What additional Server Applications are required (If any)? _____

How many users will share this LAN Server resource? _____

What CMIT products quantity (as identified) is required? _____

What amount of funds are allocated for each Server? _____

What are the total funds allocated for these products? _____

Do you require for this product a Support Package? Yes No

Peripherals? Yes No

Accessories? Yes No

Consumable? Yes No

Do you have any Server remarks to help us develop our LOA?

(5) Local Area Network (LAN) Products Questions

Definition/Example: LAN Products are shared and common resources (network capable: printers, scanners, copiers, VTC products, ...) for a Community's productivity. OEM default software is always provided. LAN Products are for installing, maintaining, diagnosing, and monitoring a LAN (connectors, cables, hubs, ..., switches, Firewalls, ... Network Management/Diagnostic software, ...). LANs and Wide Area Networks (WANs) products require appropriate network configuration, capability, and performance capacity suited to the number of users and the workload bandwidth requirements for a community (Ethernet, WiFi, T1/E1, ATM, Protocols, Standards, ...). Support Package and/or Special requirements (Patch-Panels, Racks with Redundant PS, ...) can be put in remarks area.

What is the preferred LAN Product OEM/OSD Name?

What is the OEM/OSD LAN Product Name and Model Number?

What is the LAN Product OEM/OSD Website/URL/web-page?

(Example: [http://www.company.com/...](http://www.company.com/))

What OEM Function-Modules/Blades are required for this product?

Module/Blade-1: _____

Module/Blade-2: _____

Module/Blade-3: _____

Module/Blade-4: _____

Module/Blade-5: _____

Do you require a System/Site Survey? _____ Yes _____ No

What are the LAN Protocols and Standards? _____

How many users are (or will be) on this LAN? _____

What CMIT product quantity (as identified) is required? _____

What amount of funds are allocated for each LAN Product? _____

What are the total funds allocated for these products? _____

Do you require for this product a Support Package? _____ Yes _____ No

Peripherals? _____ Yes _____ No

Accessories? _____ Yes _____ No

Consumable? _____ Yes _____ No

Do you have any LAN remarks to help us develop our LOA?

