Please submit this request using your organization’s letter head to the SSC Standing Offer Project Authority email at; [provisioningservice-serviceapprovisionnement@ssc-spc.gc.ca](mailto:provisioningservice-serviceapprovisionnement@ssc-spc.gc.ca) and copy to Standing Offer Authority at; [consultation-consultation@ssc-spc.gc.ca](mailto:consultation-consultation@ssc-spc.gc.ca)

Attention to: Standing Offer Authority and Project Authority

Subject: Request for a Departmental Individual Standing Offer (DISO)

Dear Workplace Technology Devices (WTD) Print Team,

*Name of the organization* is requesting to participate in a DISO project through the Enterprise Procurement Vehicle for Printing Products and Managed Print Services (MPS).

I, *name of the requestor,* understand that this process is on a first come first served basis and would like to engage with the WTD Printing Products team in working on a DISO.

We commit to providing a team of resources as detailed in Annex A to participate in scheduled workshops with the WTD team to develop and complete a statement of work (SOW) capturing and defining our requirements.

We have access to the NMSO and DISO documentation through [ITPro](https://www.sscitpro-spcapproti2.com/category-s/290.htm) and can begin the process of analyzing the current state details of the print fleet of devices already installed as well as the future state to drive an optimized print environment.

Request approved by the *name of the organization* Executive Sponsor (director or equivalent, or CIO)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX A – DISO Print Project Team**

Recommended departmental resources needed as part of the DISO Print Project Team. This Team will be paramount to the momentum and success of this project.

|  |  |  |
| --- | --- | --- |
| Title | Roles(s) | Part of SOW working group meetings |
| Executive Sponsor | Sign DISO approval letter, high level vision | Optional |
| IT (Information Technology) | Infrastructure, Network, Access, Applications relevant to MPS (Managed Print Services) | Yes - 1 prime, 1 backup |
| IT Support Desk | Triage initial (or supporting facilities / accommodations) inbound MPS activities, Business process(s) related to MPS | Yes - 1 prime, 1 backup |
| IT Security | Appendix-G awareness, review, and approval | by invitation to specific session(s) |
| Procurement | Contracts, invoicing | by invitation to specific session(s) |
| Facilities  OR  Accommodations | Managing device placement activities, triage 1st line MFD (Multi-Function Devices) support | Yes - 1 prime, 1 backup |
| Project Manager | Create and manage the project in partnership with the Vendor Project Manager | Optional |