

U.S. DEPARTMENT OF ENERGY
REQUEST FOR COMMERCIAL TIMESHARING SERVICES

(See Instructions on Last Page)

REQUESTING ORGANIZATION

1. SYSTEM MANAGER'S NAME (Print)

2. PHONE NUMBER

3. ROUTING NUMBER

FAX NUMBER:

4. BUILDING CODE

5. MAILING ADDRESS:

E-MAIL ADDRESS:

REQUIREMENTS

6. SERVICE REQUIRED (Identify and describe the service)

7. ORGANIZATIONAL FUNCTION SUPPORTED (Describe the office responsibility this service will support)

8. DESCRIPTION OF FUNCTIONAL SUPPORT (Describe how this service will support the responsibility)

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(Continued)

REQUIREMENTS (CONT)

9. TRAINING REQUIREMENTS

10. DOCUMENTATION REQUIREMENTS

Description	No of Copies

11. TECHNICAL ASSISTANCE/ANALYST SERVICES REQUIREMENTS

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(Continued)

REQUIREMENTS (CONT)

12. OTHER REQUIREMENTS

13. PLANNED EXPENDITURES BY FISCAL YEAR

14. USERS (Specify all users and attach a completed DOE Form 1450.5A for each)

User	Location	Phone Number

15. DOE OFFICE DIRECTOR

_____ (Signature)

_____ (Title)

_____ (Date)

INSTRUCTIONS

Item
No.

1. Full name of the person designated by the Requesting Organization to be responsible for their organization's use of the requested service.
2. The designated System Manager's phone number. (Provide FTS number if available.)
- 3-5. If the Requesting Organization is a DOE Headquarters Organization, complete only items 3 and 4. If Requesting Organization is a DOE field organization, complete only item 5. Include Zip Code as appropriate.
6. Describe in detail the type of timesharing service required. If known, identify the name of the service and the vendor of this service. If your requirements include specific software such as cost estimating models, programming languages, or proprietary packages, identify all such software capabilities or packages required.
7. Identify and describe the specific organizational function the requested service will support.
8. Describe how the requested service will support the organizational function identified in item 7.
9. Identify the type and amount of training required.
10. Specify types and amounts required. Examples are User's Manuals, Bibliographic Search Reference Charts, and Quick Reference Guides.
11. These services must be related and incidental to the service requested in item 6. Examples would be User Assistance (HOTLINE), and ADP application oriented support services.
12. Specify all other requirements not covered above. No requirement is too small to be mentioned.
13. Show here the planned dollar expenditures for the requested service. If item 10.a covers more than one fiscal year, break out dollars by fiscal year.
14. List here the requested information for each individual who will be authorized access to the requested service. If insufficient space on the form for listing all users, attach a continuation listing to the form. Note that a separate form DOE-F-1450.5A must be submitted for each person listed in item 14.
15. Signature of DOE Office Director responsible for item 7.