

# STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California Department of Technology		Statewide Telecommunications and Network Division
Category: <b>Telecommunications Management</b>	Chapter Title: <b>Non-State Agencies (Local Government)</b>	Chapter Number: <b>0205.0</b>

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Local Government agencies are highly encouraged to utilize the CALNET Contract because it provides ease of procurement, economic benefits, and interoperability for voice and data services.

It is recommended that Local Agencies designate an Agency Telecommunications Representative (ATR) to act as the single point of contact for all CALNET orders. The ATR can order the selected services from the CALNET contract using the Standard [Form 20](#) (pdf).

All **Required** services have been competitively bid. For those **Discretionary** services you will need to follow your Agencies Procurement guidelines.

The designation of Required and Discretionary services is identified at <http://marketing.otech.ca.gov/calnet3/>. Click on each contractor's name, then on "product catalog". The corresponding price and services matrix for each subcategory includes information on required services.

Non-state agencies with an Authorization To Order (ATO) agreement have no procurement restrictions imposed by the state; they must follow their **normal procurement guidelines**.

Non-state agencies may terminate this ATO, for specific service(s) or in total, prior to termination of the Contract, by providing the Contractor with thirty (30) calendar days' written notice of cancellation.

## PROCESS:

- Your vendor representative will assist you with completing an Authorization to Order (ATO) form.
- Your vendor representative then provides the ATO form to the Department of Technology-STND for review and signature. This then constitutes a fully executed contract.

- The CALNET contract end date is June 30, 2018 and has two, one year optional extensions.
- For additional information, call the Department of Technology, Statewide Telecommunications and Network Division, Network Support Section at (916) 657-9150.

## REFERENCES

CALNET Information - [CALNET 3](#)

Authorization to Order (ATO) Forms - [ATO FORMS](#)

Non-State Agency Service Policy and Agreement - [Policy & Agreement Form](#)

Chief Agency Telecommunications Representative (CATR) – [Designation Form](#) and [Responsibilities](#)