

# STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California Office of Technology Services		Statewide Telecommunications and Network Division
Category: <b>Telecommunications Management</b>	Chapter Title: <b>Non-State Agencies (Local Government)</b>	Chapter Number: <b>3-205.0</b>

Local Government agencies are highly encouraged to utilize the CALNET 3 Contracts because they provide 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 serve as the single point of contact for all CALNET 3 orders. The ATR can order selected services from the CALNET 3 Contracts using the Telecommunications Service Request form ([STD. 20](#)).

All **Required** and **Discretionary** services have been competitively bid.

The designation of Required and Discretionary services is identified at <http://marketing.otech.ca.gov/calnet3/>. Click on each contractor's name, then on the Product Catalog. The corresponding price and services matrix for each category and 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 an ATO, for specific service(s) or in total, prior to termination of the CALNET 3 Contracts, 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 will then provide the ATO form to the Office of Technology Services, Statewide Telecommunications and Network Division (STND) for review and signature. Once received by STND, the contract is considered to be fully executed.

- For additional information, call the Office of Technology Services, STND, 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](#)