

STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California
Office of Technology Services

Statewide Telecommunications
and Network Division

Category:

**Acquiring
Telecommunications
Services**

Chapter Title:

CALNET 3 Delegation

Chapter Number:

3-502.0

PURPOSE

This chapter provides information and guidelines to request CALNET 3 Delegation approval for telecommunication services, projects, equipment, and systems.

POLICY

Under Government Code (GC) Section [11541](#), the Office of Technology Services provides oversight, advice and assistance to State agencies in the selection of telecommunications equipment and services.

The Office of Technology Services/Statewide Telecommunications and Network Division (STND) may grant CALNET 3 Delegation for one or more of the following activities:

- Project planning
- Design and development
- Project oversight
- Installation
- Operation and maintenance

The Office of Technology Services may not grant delegation if the requested products or services are new in the marketplace or are of a complex technical nature considered to need Office of Technology Services oversight.

Non-exempt state agencies must submit written delegation requests to the Office of Technology Services for approval to purchase specific services or equipment. All written requests must be submitted by the agency's Chief Information Officer, or equivalent.

There are two types of delegation:

- General Delegations – Telecommunication services or equipment which are not provided by the CALNET 3 Contracts.
- CALNET 3 Contract Delegations – Those specific services provided by CALNET 3 Contracts as listed below and/or identified in the product catalogs.

An exemption request may also be required. For information regarding exemption requests see STMM Chapter 3-501.0 CALNET 3 Contract Exemption Requests and Non-CALNET Contract Procurements.

Non-exempt state agencies must submit written delegation requests to Office of Technology Services – STND for the following:

GENERAL DELEGATIONS

- PBX and key telephone systems
- IP enabling PBX components or hybrid PBX systems
- Telecommunications transport solutions that are not provided by the CALNET Contracts
- IVR/ACD solutions that are not provided by the CALNET Contracts
- Premise Based Solutions that are not provided by the CALNET Contracts

CALNET CONTRACT DELEGATIONS

Agencies must determine if delegation is needed by locating Contractor's Product Catalog B on the CALNET 3 Website <http://marketing.dts.ca.gov/calnet3/>. Locate the service you are interested in. See Column: "Delegation (Yes/No)"; If, "yes" the service requires CALNET 3 Delegation.

RESPONSIBILITIES

Agency:

- The Chief Information Officer must submit a written delegation request to STND as described in the procedures section below. Follow the CATR/ATR responsibilities as noted in STMM Chapter 3-300.0.

- As part of any delegation request, the agency will:
 - Maintain a file of all delegation purchases and related documents. If requested, make the files available to STND.
 - Maintain informational copies of all Telecommunications Service Request forms ([STD. 20](#)) issued for each equipment or service delegation. If requested, provide copies to STND.
 - Coordinate with STND on delegations as requested and required.

Office of Technology Services/Statewide Telecommunications Network Division:

- Will review and research delegation requests, coordinate with the appropriate parties, and make decisions regarding delegations.
- Will serve as a resource regarding telecommunications policy information and provide guidance to agencies, vendors and others to help ensure success.

PROCEDURE

To obtain specific delegation authority to purchase products or services, the Chief Information Officer, or equivalent, must submit a written request that provides detailed information on the proposed services and equipment, why it is needed and the ramifications if the need is not met. The request will include the following information with enough detail so the Office of Technology Services – STND can make an appropriate determination:

- The specific project and parameters for which delegation is requested, including project scope, purpose, timeframes, location(s), and other related information.
- The specific products, equipment and services. (General Delegations only).
- All CALNET Contract identifiers including contract number and subsection numbers which reference the requested services to be procured. (CALNET Delegation only).
- Staff technical qualifications and prior experience with projects that fall within the requested delegation.
- For General Delegations, the reason(s) why delegation should be granted, any adverse consequences to the agency or others if delegation is denied.
- Any additional information that would facilitate STND's decision.

E-mail, fax and/or mail the delegation request and supporting documentation to:

Email: STNDdelegations@state.ca.gov

(Please email the request and supporting documentation as separate attachments).

Fax: (916) 463-9920

Attn: Deputy Director

Statewide Telecommunications and Network Division

Mail: Office of Technology Services

Attn: Deputy Director

Statewide Telecommunications and Network Division

P. O. Box 1810, MS# STND Y-13

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AUTHORITY AND REFERENCES

Government Code Sections [11534-11543](#)