

# STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California Department of Technology		Statewide Telecommunications and Network Division
Category: <b>Telecommunications Contracts and Services</b>	Chapter Title: <b>Mandatory and Non- Mandatory Services</b>	Chapter Number: <b>0400.1</b>

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## PURPOSE

To provide specific directions regarding mandatory and non-mandatory telecommunications services purchased from the CALNET Master Services Agreement (MSA).

Mandatory services are those services that non-exempt state agencies are required to purchase from the CALNET MSA. Non-mandatory services are those that are optional to purchase from the CALNET MSA.

The designation of mandatory and non-mandatory services is identified at [www.calnet.ca.gov](http://www.calnet.ca.gov). Click on each contractor's homepage, then on "product catalog" for each module. The corresponding price and services matrix for each module includes information on mandatory services.

## POLICY

All non-exempt state agencies are required to utilize the CALNET MSAs to obtain **mandatory** telecommunications and network services.

Exempt state agencies and departments are encouraged, but are not required, to use the CALNET MSA to purchase mandatory services.

The designation of mandatory and non-mandatory services is at the sole discretion and approval of the Department of Technology Services. These services are identified at [www.calnet.ca.gov](http://www.calnet.ca.gov). Click on each contractor's homepage, then on "product catalog" for each module.

Non-state agencies with an Authorization To Order (ATO) agreement have no mandatory or non-mandatory procurement restrictions imposed by the state, except that starting at each initial ATO, once approved by the State, the specific services listed on that ATO agreement(s) shall be exclusively purchased from the CALNET MSA for a period of two years. Once the initial two year period expires, local agencies can migrate, transfer or terminate their CALNET services with a 30 calendar day notice. Local agencies are encouraged to use the [STD. 20](#) to

purchase the CALNET services listed in their ATO agreement, but can also use any locally authorized purchasing document.

## **RESPONSIBILITIES**

The agency designated Chief Agency Telecommunications Representative (CATR) and/or the Agency Telecommunications Representative (ATR) will determine the needed telecommunications services. The CATR/ATR will then refer to the mandatory services identified at [www.calnet.ca.gov](http://www.calnet.ca.gov) as outlined above.

Non-exempt agencies requiring any services listed on the mandatory services lists must order them from the CALNET MSA.

## **PROCEDURES**

To obtain mandatory services from the CALNET MSA, the agency submits a State [STD. 20](#) to the supplying vendor, requesting the desired services.

To obtain mandatory telecommunications services from a source other than the CALNET MSA, a non-exempt state agency must submit a written exemption request (See STMM Chapter [501.0](#)) to the Department of Technology -Statewide Telecommunications and Network Division, Attention: Deputy Director.

## **AUTHORITY AND REFERENCES**

Government Code Sections [11534-11543](#)