

# STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California  
Department of Technology  
CALNET Program

Category	Chapter Title	Chapter Number
<b>Telecommunications Contracts and Services</b>	<b>CALNET Required and Discretionary Services</b>	<b>0400.1</b>

## PURPOSE

To provide specific directions regarding Required and Discretionary telecommunications services purchased from the CALNET Contracts.

## POLICY

### Required & Discretionary Services

#### Non-Exempt State Entities:

- **Required** services are those telecommunications and network services that non-exempt state entities (Gov. Code section 11546.1(e) and Management Memo 14-08) are required to purchase from the CALNET Contracts.
- **Discretionary** services are those services that are optional for non-exempt state entities to purchase from the CALNET Contracts.

#### Exempt State Entities:

Exempt state entities and departments are encouraged, but are not mandated to use the CALNET Contracts to purchase Required services.

#### Non-state Entities:

Non-state entities with an Authorization To Order (ATO) agreement are not subject to Required or Discretionary procurement restrictions imposed by the State. Non-state entities are encouraged to use the Telecommunications Service Request form [STD. 20](#) to purchase the CALNET services listed in their ATO agreement. Entities can also use any locally authorized purchasing document in lieu of a STD. 20.

#### Designation of Required and Discretionary Services:

The designation of Required and Discretionary services is at the sole discretion and approval of the Office of Technology Services, CALNET Program, under one or more of the prescribed circumstances:

- Customer demand
- Technology changes

- Cost savings
- Regulatory, state, or strategic directives
- Other compelling need

The CALNET Program reserves the right to substitute, discontinue, or change the designation of contracted services under the prescribed circumstances. The status of services are listed in the Product Catalog on the [CALNET website](#)(click on each contractor's homepage. The corresponding price and services matrix for each category includes information on Required and Discretionary services).

## **RESPONSIBILITIES**

The agency designated Chief Authorized Telecommunications Representative (CATR) and/or the Authorized Telecommunications Representative (ATR) is responsible for determining the telecommunications services required to meet the business needs of the state entity. The CATR/ATR will then refer to the [Product Catalogs](#) to identify if services are Required or Discretionary.

## **PROCEDURES**

- To obtain Required services from the CALNET Contracts, the state entity submits a Telecommunications Service Request form [STD. 20](#) to the supplying vendor.
- Non-exempt state entities should contact the Office of Technology Services prior to submitting a form STD. 20 for networking services.
- To obtain Required telecommunications services from a source other than the CALNET Contract, a non-exempt state entity must submit a written exemption request ([See STMM Chapter 3-501.0](#)).

## **AUTHORITY AND REFERENCES**

[Government Code 11534-11543, Government Code 11546.1](#)