

State of California

CALNET 3

IFB - C

User Instructions

MANDATORY

**Statewide Multiple Award
Contract**

Issued by:

State of California

California Department of Technology

Statewide Telecommunications and Network Division

P.O. Box 1810, MS-Y14

Rancho Cordova, CA 95741

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A. Scope and Overview

CALNET 3, 15-001-C (IFB-C) provides customers with Category 10, Satellite Voice services and is designed to allow customers to easily order services without the need of going through a lengthy procurement process. CALNET 3 provides statewide telecommunications services for all State and Local Government Agencies as defined in Section B Contract Availability.

Subcategory 10.1 - Is defined as two-way voice services via satellite, using handheld telephones, or highly mobile voice equipment.

- **The following Contractors have been awarded Subcategory 10.1:**

Ground Control Systems, IP Access International, Quadrigae Global Enterprises, and Remote Satellite Systems International.

B. Contract Availability

The term “**Agency**” refers to any state or local government agency, department, office, board, commission, district, or similar entity unless otherwise indicated.

1. **Executive Branch Agencies** are those under the jurisdiction of the Executive Branch of California State government. See the organization chart of California State Government at the following website to determine Executive Branch Agencies – [CALIFORNIA STATE GOVERNMENT – THE EXECUTIVE BRANCH](#).

Executive Branch Agencies are mandated by policy to utilize the CALNET 3 Statewide Contract(s) to obtain “required” telecommunications and network services unless otherwise authorized by the Department of Technology.

- a. Mandated State Agencies must obtain an exemption approval from California Department of Technology/Statewide Telecommunication and Network Division (CDT/STND) before the purchase of telecommunication services or equipment can be made outside any of the CALNET 3 Contracts. Refer to the State Telecommunications Manual (STMM) chapter 3-501.0 for detailed instructions regarding the Telecommunications Exemption process.
- b. Mandated State Agencies must obtain a Telecommunications Delegation from CDT/STND for CALNET 3 Contract services specifically identified as requiring delegation. Refer to STMM chapter 3-502.0 for detailed instructions regarding the Telecommunications Delegation process.

2. **Non-Executive Branch Agencies** are not mandated, but encouraged to use the CALNET 3 Statewide Contract(s).

- 3. Local Government Agencies / Entities** are eligible to procure services from CALNET 3 Statewide Contracts. Local Government Agencies can include cities, counties, school districts, Indian Tribes, and organizations with a Joint Powers Agreement with an eligible local government agency or a 100% tax supported agency.
- a. Each agency should make its own determination when using this CALNET competitively bid contract to ensure it is consistent with its procurement policies and regulations.
 - b. Any local government agency desiring to participate, shall be required to adhere to the same responsibilities as do State departments and have no authority to amend, modify, or change any condition of the Contract.

C. Contract Term

The term of this Contract is from the date of the State's approval; October 14, 2016 through December 31, 2021, or upon termination by the State, whichever occurs first.

- a. This contract has two (2), one (1) year options to extend. At its discretion, the State may exercise one (1) or both options.
- b. Ordering Agency service requests placed under the Contract shall be executed on or before the expiration date of the Contract. Ordering Agency service requests may include term dates.

D. Contract Management

For questions, contact the Department of Technology, CALNET Program Branch customer service line (916) 657-9150 or email CALNEThelp@state.ca.gov to reach a CALNET representative. When contacting CALNET reference the "Title/Description" and/or "Contract Number" listed below for the specified Contractor. Changes to this document will be issued through a User Instructions revision.

E. Ordering Guidelines

1. Prior to placing orders against this contract, Agencies must have telecom purchasing authority. The department's current purchasing authority number must be entered in the appropriate location on each purchase document.

2. State departments that do not have purchasing authority by the Department of General Services' Procurement Division (DGS/PD) for the use of the State's statewide contracts may access the [Purchasing Authority Application](#) at or may email [DGS/PD's Purchasing Authority Management Section](#).
3. Agencies procuring services or equipment from CALNET shall be an Authorized User. Agencies shall ensure all associated Authorized Users are identified and maintained within the [CALNET Application and Management System \(CAMS\)](#).
 - a. State departments are required to have a designated Chief Authorized Telecommunications Representative (CATR) and may have multiple Authorized Telecommunications Representatives (ATRs). Both the CATR and ATR(s) are authorized state representatives who may order services from CALNET Contract(s).
 - b. Local Government Agencies are required to execute a Non-State Agency (NSA) Authorization to Order (ATO), which is an agreement between a NSA, the Contractor, and the State – authorizing the NSA use of the CALNET contract. The NSA is required to have an approved ATO prior to ordering from CALNET.

Ordering Agencies must follow all applicable State mandated guidelines, e.g., STMM, State Contracting Manual, Government Code (GC), Management Memos, and any Agency Directives.

F. Ordering Procedures

1. Contractor Selection

Ordering Agencies are strongly encouraged to obtain multiple quotes from the Contractors identified in CALNET 3 to facilitate obtaining the best price for services. However, multiple quotes are not required.

2. Service and Equipment Ordering Requirements

An order shall incorporate all of the terms and conditions identified within CALNET 3, IFB-C contract.

- a. State Agencies (CATR/ATR) are required to use the following:

- Ordering Services – Requires a Telecommunications Service Request (STD. 20); and
 - Ordering Equipment – Requires a Purchasing Authority Purchase Order (STD. 65).
- b. Local Government Agencies / Entities
- NSAs are encouraged to utilize the STD. 20 and STD. 65; but may use their own purchasing document.

The service request shall describe the specific requirements of the Ordering Agency. While there is no need to duplicate the contract language, Ordering Agencies should include details and Product Identifiers specific to the service/equipment being ordered as identified within the Contractor's Service Catalog.

3. Service Ordering Designations

Each Product Identifier identified in the Contractor's Service Catalog will have the following designations and define Customer-ordering options:

- a. Required Services – Non-Exempt State Agencies are mandated by policy to utilize the CALNET 3 contract to obtain "Required" services.
- b. Discretionary Services – Agencies are not required to order Discretionary Services or equipment. Discretionary items can only be ordered if it directly supports a "Required" service.

4. Contract Forms and Signing Authority

- a. The STD. 20 and STD. 65 forms for CALNET services/equipment orders must be complete, printed and signed by the CATR or ATR prior to submitting to the CALNET 3 Contractor.
- b. If the CATR, ATR or Local Government entity is not identified and active in the CALNET CAMS database, the Contractor cannot accept the order.

G. Ordering Execution

Ordering Agencies must submit an executed service request form, which may include the STD. 20, or the STD. 65 or a Local Agency equivalent contract form as follows:

1. **Contractor Copies** - The Ordering Agency shall provide an *original signed copy* of the executed order/form (STD. 20, the STD. 65 or a Local Agency equivalent contract form) to the selected Contractor listed in Attachment 1 – Subcategory 10.1 Suppliers.

H. Order Acknowledgement and Confirmation

Order Acknowledgement and Confirmation shall be followed as defined within the CALNET 3, IFB-C Business Requirements.

1. Contractor shall provide a Customer with an order receipt acknowledgement of receipt of order.
2. Contractor shall notify the Customer within one (1) business day after order acknowledgement if an item is out of stock.
3. Contractor shall provide Customer with an order confirmation notification within five (5) business days of receipt of completed Service Request. Order confirmation notification shall include Contractor's due date agreed to by Customer.
4. Contractor must provide a shipment confirmation to the Customer the day of order shipment.

I. Implementation

A. Planning

The Contractor shall ensure and define the necessary interface requirements for existing Customer Premise Equipment (CPE) to connect to the Contractor-provided services (if applicable) during initial ordering, provided and functioning as defined within the CALNET 3, IFB-C Business Requirements, Section C.2.4.1.

B. Testing

It is recommended that Ordering Agencies perform customer acceptance testing from multiple locations to ensure all services/equipment ordered are working properly. Additional, customer acceptance testing is also recommended after any update is made to the service or equipment.

C. Customer Acceptance

A written acknowledgement by the authorized Customer stating that the service is 100% operational for use as documented by the Customer or Contractor. If there is a discrepancy between the Customer's acceptance date and the Contractor's acceptance date, the Customer's acceptance date shall prevail.

J. Invoicing and Payment

A. Payee Data Record (State Departments Only)

Each State accounting office must have a copy of the Payee Data Record (STD. 204) in order to process payment of invoices. State Agencies should forward a copy of the STD. 204 to their accounting office(s). Without the STD. 204, payment may be unnecessarily delayed. State departments may request a copy of the completed STD. 204 from the Contractor.

B. Payment Terms

1. Payment for services and equipment will be made in accordance with the provisions of the California Prompt Payment Act, GC Section 927 et seq. Unless expressly exempted by statute, the Act requires State Agencies to pay properly submitted, undisputed invoices not more than 45 days after (a) the date of acceptance of goods or performance of services; or (b) receipt of an undisputed invoice, whichever is later. Non-State Customers shall be subject to a late payment fee if payment is issued after the late payment date.
2. The [State Contracting Manual, Volume 3 for Information Technology](#) provides additional information in Chapter 9, Disbursements, Financing, and Payment Programs, including the prohibition of advance payments and the necessity of properly executed documents.

K. Problem Resolution / Contractor Performance

Ordering Agencies should first attempt to resolve complaints, issues, or disputes informally with the Contractor. If the issue or dispute cannot be resolved by the Ordering Agency, the issue may be elevated to the CALNET Program Branch.

CALNET 3 program or service related questions, contact a CALNET representative: by E-mail CALNEThelp@state.ca.gov or (916) 657-9150.

CALNET 3 Billing and Invoicing inquiries please E-mail C3billingandinvoicing@state.ca.gov or contact a CALNET representative at (916) 657-9150.

Contractor Customer Service Support information is provided within Attachment 1 below for each awarded contractor.

ATTACHMENT 1: SUBCATEGORY 10.1 SERVICE PROVIDERS

CALNET 3-ORDERING INFORMATION 10.1 SATELLITE VOICE SERVICES

GROUND CONTROL SYSTEMS, INC.

CONTRACTOR NAME: GROUND CONTROL SYSTEMS, INC.

CONTRACT NUMBER: C3-C-16-09-TS-41

AWARDED CATEGORY / SUBCATEGORY: 10.1 Satellite Voice Services

CONTRACT AWARD DATE: October 14, 2016

CONTRACT END DATE: December 31, 2021

CONTRACT EXTENTIONS: 2 - 1 year options to extend

ORDERING ADDRESS: 3100 El Camino Real Atascadero, CA 93422

ORDERING PHONE NUMBER: 1 (800) 773-7168, Option 1

ORDERING FAX NUMBER: 1 (805) 267-4085 (Attention CALNET Ordering)

ORDERING E-MAIL ADDRESS: CALNET@GroundControl.com

CUSTOMER SUPPORT PHONE NUMBER: 1 (800) 773-7168

CALNET 3 CONTRACT INFORMATION WEBSITE: [CALNET Website](#)

**CALNET 3-ORDERING INFORMATION
10.1 SATELLITE VOICE SERVICES**

IP ACCESS INTERNATIONAL

CONTRACTOR NAME: IP ACCESS INTERNATIONAL

CONTRACT NUMBER: C3-C-16-09-TS-34

AWARDED CATEGORY / SUBCATEGORY: 10.1 Satellite Voice Services

CONTRACT AWARD DATE: October 14, 2016

CONTRACT END DATE: December 31, 2021

CONTRACT EXTENTIONS: 2 - 1 year options to extend

**ORDERING ADDRESS: 31831 Camino Capistrano, Suite 300A San Juan
Capistrano, CA 92675**

ORDERING PHONE NUMBER: 1 (844) 825-9990

ORDERING FAX NUMBER: 1 (949) 861-7308

ORDERING E-MAIL ADDRESS: CALNET@IPInternational.net

CUSTOMER SUPPORT PHONE NUMBER: 1 (844) 825-9990

CALNET 3 CONTRACT INFORMATION WEBSITE: [CALNET Website](#)

**CALNET 3-ORDERING INFORMATION
10.1 SATELLITE VOICE SERVICES**

QUADRIAGAE GLOBAL ENTERPRISES, INC.

CONTRACTOR NAME: QUADRIAGAE GLOBAL ENTERPRISES, INC.

CONTRACT NUMBER: C3-C-16-09-TS-38

AWARDED CATEGORY / SUBCATEGORY: 10.1 Satellite Voice Services

CONTRACT AWARD DATE: October 14, 2016

CONTRACT END DATE: December 31, 2021

CONTRACT EXTENTIONS: 2 - 1 year options to extend

ORDERING ADDRESS: 24 Thorn Hill Irvine, CA 92602-2413

ORDERING PHONE NUMBER: 1 (800) 204-1869

ORDERING FAX NUMBER: 1 (800) 204-1869

ORDERING E-MAIL ADDRESS: support@Quadrigaeglobal.com

CUSTOMER SUPPORT PHONE NUMBER: 1 (800) 204-1869

CALNET 3 CONTRACT INFORMATION WEBSITE: [CALNET Website](#)

**CALNET 3-ORDERING INFORMATION
10.1 SATELLITE VOICE SERVICES**

REMOTE SATELLITE SYSTEMS INTERNATIONAL, INC.

CONTRACTOR NAME: REMOTE SATELLITE SYSTEMS INTERNATIONAL, INC.

CONTRACT NUMBER: C3-C-16-09-TS-35

AWARDED CATEGORY / SUBCATEGORY: 10.1 Satellite Voice Services

CONTRACT AWARD DATE: October 14, 2016

CONTRACT END DATE: December 31, 2021

CONTRACT EXTENTIONS: 2 - 1 year options to extend

**ORDERING ADDRESS: 1455 North Dutton Avenue, Suite A Santa Rosa, CA
95401**

ORDERING PHONE NUMBER: 1 (888) 989-8199

ORDERING FAX NUMBER: 1 (707) 546-8198

ORDERING E-MAIL ADDRESS: CALNET3@remotesatellite.com

CUSTOMER SUPPORT PHONE NUMBER: 1 (888) 989-8199

CALNET 3 CONTRACT INFORMATION WEBSITE: [CALNET Website](#)