

# COVID-19 My Turn CELLULAR TELECOMMUNICATIONS LOCAL HEALTH JURISDICTIONS USER INSTRUCTIONS

## **OVERVIEW**

CALNET Program offers services via competitively bid State contracts available to local government entities. Local Health Jurisdictions (LHJ) can utilize these contracts by completing the Two-Step Registration Process. Once registered, LHJs may contact their chosen CALNET contractor sales representatives to purchase services.

Entities purchasing these services to access My Turn for COVID-19 vaccine distribution are expected to be an eligible Public Safety Entity (PSE) pursuant to CALNET Authorization-To-Order (ATO) instructions provided below.

The service package includes a monthly service plan with unlimited data, an iPad 32GB 8<sup>th</sup> Gen, an extended battery, a rugged case and a screen cover.

## **CALNET REGISTRATION PROCESS**

**Step 1** – Purchasing organization must have a completed Non-State Entity Policy Agreement (NESPA) on file with the CALNET Program or submit one using the following:

- NESPA Agreement:  
<https://cdt.ca.gov/services/wp-content/uploads/sites/2/sites/2/2017/03/CALNET-orderingforms-nsagree.pdf>

If your organization is unsure of its NESPA status, contact [CALNETHelp@state.ca.gov](mailto:CALNETHelp@state.ca.gov).

**Step 2** – To use the contract, the purchasing organization must have an ATO form on file with the CALNET Program. ATO forms may be submitted via e-mail to [CALNETHelp@state.ca.gov](mailto:CALNETHelp@state.ca.gov).

- AT&T Cellular Agreement (location):  
<https://cdt.ca.gov/services/wp-content/uploads/sites/2/sites/2/2018/10/CALNET-FirstNet-ATO.pdf>
- T-Mobile Cellular Agreement (location):  
<https://cdt.ca.gov/services/wp-content/uploads/sites/2/sites/2/2019/08/CALNET-T-Mobile-19.2-ATO-Form.pdf>
- Verizon Cellular Agreement (location):  
<https://cdt.ca.gov/services/wp-content/uploads/sites/2/sites/2/2019/08/CALNET-Verizon-Wireless-Cellular-19.2-ATO-Form.pdf>

## **ORDERING SERVICES**

LHJs submit a purchase order directly to their chosen CALNET Contractor, in accordance with their own procurement rules. CALNET ordering forms may also be utilized. Purchase documents shall **NOT** be submitted to the CALNET Program.

<https://cdt.ca.gov/services/wp-content/uploads/sites/2/sites/2/2020/10/CALNET-STATE-OF-CALIFORNIA-Form-20-Final-JW-R.pdf>