

STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California
Department of Technology
CALNET Program

Category	Chapter Title	Chapter Number
Telecommunications Management	Non-State Agencies (Local Government)	3-205.0

Local Government agencies are highly encouraged to utilize the CALNET Contracts because they provide ease of procurement, economic benefits, and interoperability for voice and data services.

It is recommended that local agencies designate an Agency Telecommunications Representative (ATR) to serve as the single point of contact for all CALNET orders. The ATR can order selected services from the CALNET Contracts using the Telecommunications Service Request ([Form 20](#)).

All **Required** and **Discretionary** services have been competitively bid.

The designation of Required and Discretionary services is identified at [CALNET's website](#). Click on each contractor's name, then on the Product Catalog. The corresponding price and services matrix for each category and subcategory includes information on required services.

Non-state agencies with an Authorization to Order (ATO) agreement have no procurement restrictions imposed by the state; they must follow their normal procurement guidelines.

Non-state agencies may terminate an ATO, for specific service(s) or in total, prior to termination of the CALNET Contracts, by providing the Contractor with thirty (30) calendar days' written notice of cancellation.

PROCESS:

- Your vendor representative will assist you with completing an Authorization to Order (ATO) form.
- Your vendor representative will then provide the ATO form to the Office of Technology Services, CALNET Program for review and signature. Once received by CALNET Program, the contract is considered to be fully executed.

For additional information, call the Office of Technology Services, CALNET Program at (916) 657-9150.

REFERENCES

CALNET information can be found at the following links:

[CALNET Website](#)

Authorization to Order (ATO) Forms - [ATO Forms](#)

Non-State Agency Service Policy and Agreement - [Policy & Agreement Form](#)

Agency Telecommunications Representative (ATR) – [Designation Form & Responsibilities](#)