

CALNET CONTRACTOR MERGERS AND ACQUISITIONS GUIDELINES

1. Contractor CPMs, of both the acquiring contractor and the contractor being acquired shall inform CALNET Program of a merger or acquisition identifying any impacts to their CALNET Contract(s).
2. Contractor shall keep the CALNET Program updated on impacts through quarterly meetings and/or ad hoc meetings and written communication. This includes:
 - a. Changes to contractor's org chart
 - b. Changes to contractor's CMO escalation process
 - c. Changes to contractor's Customer escalation process
 - d. Changes to contractor's contract signatories
3. Prior to an executed contract amendment for name change, the Contractor shall **not** make any publicly facing entity name changes to their:
 - a. CALNET public website/webpage
 - b. CALNET customer invoicing or remittance documentation
 - c. CALNET customer facing invoicing system or Trouble Ticketing Report Tool
 - d. CALNET marketing materials
4. Contractor will receive CDT Novation/Name Change Process from CALNET and use it to determine whether a name change, or novation is required.
 - a. Contractor shall begin working with Office of Statewide Technology Procurement (OSTP) to develop a novation/name change package. Once a novation/name change is approved by OSTP, CALNET will begin developing a contract name change amendment.
5. Once the contractor receives an executed name change amendment, the Contractor shall provide the following items to the CALNET Program:
 - a. An updated Organizational Chart
 - b. An updated CMO Escalation Process
 - c. An updated Customer Escalation Process
 - d. An updated list of contract signatories
 - e. Proposed updates to their CALNET Public Website
 - f. Proposed updates to their invoicing documentation
 - g. Proposed updates to their customer-facing invoicing system and TTRT
 - h. Proposed updates to their CALNET marketing materials
 - i. Proposed updates to their proposed training documentation

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- j. Proposals for any other updates relating to the executed name change
- 6. Once the name change amendment is executed, CALNET Program Management shall work with the Contractor to:
 - a. Update the CALNET 4 ATO(s) form posted on the CALNET website
 - b. Update relevant Contact User Instructions posted on the CALNET website