

**STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF TECHNOLOGY  
NON-STATE AGENCY SERVICE POLICY AND AGREEMENT**

**POLICY**

The California Department of Technology (CDT) service offerings available through the CALNET Contract are primarily designed to meet State agency requirements. These services, however, may be purchased by qualified non-state agencies including federal and local government agencies. These agencies include cities, counties, schools, libraries, special districts, and other agencies that are entirely tax-supported, or who have a qualified Joint Powers Agreement (JPA). This Policy is applicable to CALNET statewide telecommunications services.

The California Department of Technology/Statewide Telecommunications and Network (CDT/STN) reviews the agency's qualifications and authorizes use of the CALNET Contract. Approval from the CDT/STN is required **prior** to the use by non-state agencies.

All entities requesting use of the CALNET contracted services shall certify that they are one of the following:

1. An entirely 100% tax-supported agency.

**or**

2. An agency with a Joint Powers Agreement (JPA).

Note: Any service authorization based on JPA status must be used solely to support the business of an entirely 100% tax-supported, non-profit agency, and must be discontinued at the termination of the JPA.

**or**

3. Federally recognized Indian Tribes.

The CDT/STN reserves the right to request documentation to substantiate authorization of user status as appropriate. It is the responsibility of the non-state agency to ensure that the services being requested will be used only in support of government business.

All non-state agencies meeting the above criteria shall, for the purposes of this document, be referred to as an "Authorized Agency" and if approved will be added to the CALNET Application Management System (CAMS). Previously approved Authorized Agency's may be found in our CAMS database located at: <https://cams.technology.ca.gov/>. If your agency has not been previously approved, complete, sign and submit the attached Non-State Agency Service Policy and Agreement for review and approval to obtain authorization for the use of the CALNET contract.

## INSTRUCTIONS

1. Attach documentation substantiating eligibility status (examples: Legislation, Statutory authority, JPA and other related documents that corroborate eligibility).
2. Sign and attach the “Non-State Agency Service Policy and Agreement” indicating you have read and agree with the conditions of this policy.
3. Submit package directly to CDT/STN or through the appropriate contractor’s local account manager/representative (see below).

You will generally be notified of eligibility within 10 business days after receipt by the CDT/STN. If you do not hear in a reasonable time, please call CDT/STN at (916) 657-9150.

## FORM SUBMISSION

Submit your Non-State Agency Service Policy and Agreement requests along with all supporting documentation for review and approval by CDT/STN using one of the following options:

Option 1: Mail  
California Department of Technology  
Statewide Telecommunications and Network  
P.O. Box 1810, STN Y-13  
Rancho Cordova, CA 95741-1810  
Attn: CALNET Program Maintenance

Option 2: E-Mail directly to CDT/STN at [CIOSTNDCCSU@State.ca.gov](mailto:CIOSTNDCCSU@State.ca.gov)

- OR -

Option 3: Provide to the awarded contractor’s local account manager/representative for submission to CDT/STN OTech for review and approval.

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I have read, understand, and agree to all policies and requirements of the Non-State Agency Service Policy and Agreement.

I also certify that we, the requesting agency, meet the established criteria for "Authorized Agency" status.

Please complete all the requested information on this page and attach substantiating documents as outlined above.

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Requesting Agency

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Date

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Authorized Agency Representative

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Signature

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Mailing Address

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City, State, Zip

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Telephone #

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E-mail Address