
State of California
Department of Technology
Mobile Phone Use Justification Form

Preparation Instructions

Revised December 2013

SIMM 48B

MOBILE PHONE USE JUSTIFICATION FORM INSTRUCTIONS

1.0 Overview

For purposes of this Technology Letter (TL), a mobile phone includes both cell phones and smartphones. A mobile phone is a device that can make and receive telephone calls over a cellular network. Mobile phones include smartphone devices which are computing device that provides advanced computing capability and connectivity, and runs a complete operating system and platform for application developers and users to install and run more advanced applications. Smartphones currently include, but are not limited to models using the Android, iOS, Blackberry OS, and Windows Phone operating systems.

Plans to purchase a mobile phone device are to be approved by the California Department of Technology (Department of Technology). Requests must document a significant business need to be considered for approval. Following is the process a state entity¹ must follow to request approval to purchase a smartphone device:

- 1) Before purchasing a mobile phone, a state entity must submit a completed and signed Mobile Phone Use Justification Form to the Department of Technology, Statewide Technology Procurement Division using the template found in SIMM 48A. The entity must clearly demonstrate the need for a mobile phone device and how the mobile phone device will be used to cost-effectively meet the significant business need and increase the efficiency of the state entity.
- 2) The state entity acknowledges that the use of a mobile phone device complies with state security policies and standards, including ITPLs 10-03 and 10-19.
- 3) The Department of Technology will review and share the final decision with the state entity requesting permission to use a mobile phone device.
- 4) Only after the Department of Technology has approved the use of the mobile phone device may a state entity purchase the mobile phone device.

2.0 Mobile Phone Use Justification Form Instructions

Requesting State Entity Information

State Entity Name:

The name of the state entity requesting mobile phone use approval.

Buyer Name:

The name of the state entity staff responsible for making the procurement.

Buyer Telephone Number:

The phone number of the staff responsible for making the procurement.

Buyer e-mail Address:

¹ **State entity:** Refers to any entity within the Executive Branch that is under the direct authority of the Governor, including, but not limited to, all agencies, departments, boards, bureaus, commissions, institutions, and offices.

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The e-mail address of the staff responsible for making the procurement.

WSCA:

The Western States Contract Alliance vendor being used to make this procurement. Check the appropriate box.

Number of Devices Requested:

The total number of devices being procured under this request.

Type of Device:

The name of the manufacturer and the name and model number of the device.

Total Purchase Cost:

The total cost of procuring the devices.

Mobile Phone Baseline:

The state entity baseline mobile phone allocation as established by Executive Order B-1-11.

Change to Baseline:

The baseline increase as a result of this procurement request.

Provide Mobile Phone Use Justification

Summarize how the mobile phone device will be used to meet the significant business need in a clear and brief statement. The justification should address:

- The significant business need,
- Any cost increase to the state entity associate with the use of a mobile phone device,
- Explanation if there is an increase in the number of mobile phones in the state entity in relation to Executive Order B-1-11.

3.0 CIO Signature and Date

By signing this document, the signatory is confirming that the requesting state entity meets all Department of Technology published security policies (ITPL 10-03 and 10-19) and that the significant business need merits the use of a mobile phone device.

4.0 Request Submission

Email the searchable PDF justification form to TelecomProcurements@state.ca.gov. If there are other relevant files, include them in the email. They do not need to be scanned into one document. The subject line needs to read "Mobile Phone Use Approval".

The Department of Technology will process the request and notify the requesting state entity regarding the decision. Purchases are not to be made until the Department of Technology returns the Mobile Phone Use Justification Form with their signature and decision.