



**AGENCY  
TELECOMMUNICATIONS  
REPRESENTATIVE  
**BULLETIN****

Date: February 10, 2015  
ATRB: 15-03

---

P.O. Box 1810, MS #Y-13  
Rancho Cordova, CA  
95741-1810  
(916) 657-9150

**SUBJECT: Changes to the CALNET 3 Authorization To Order (ATO) Form**

This bulletin is to inform Local Government and E-Rate customers that the listing of specific technology descriptors (services) in the ATO Form are being removed along with the requirement for customers to select them. Completed ATO's will allow Local Government and E-Rate customers to purchase all services in the category/sub category they select. For an example, please see attached (page 4).

Removal of the specific technology descriptors (services) will:

- Streamline and simplify application for the customer and contractor.
- Not affect any terms and conditions of the contract.
- Ensure access to all services.

If you have already submitted a CALNET 3 ATO Form, no further action is necessary. If your organization still needs to complete a CALNET 3 ATO Form, new forms may be accessed and completed through the CALNET Application and Management System (CAMS). Customers may also submit the ATO Form via PDF, which is located at <http://www.otech.ca.gov/std/resources/forms.asp>. You may contact your servicing account representative or a CALNET Customer Service Unit (CCSU) representative at (916) 657-9150 to assist you with completing the form(s).

If you have any questions regarding this notification, please call (916) 657-9150 and request to speak with a CCSU representative.

A handwritten signature in blue ink that reads "Barbara Garrett".

BARBARA GARRETT, Deputy Director  
Statewide Telecommunications and Network Division  
Office of Technology Services (OTech)

Attachment

**AUTHORIZATION TO ORDER UNDER STATE CONTRACT**

**Contractor Name** and the State of California ("State") have entered into a Contract for CALNET 3 Statewide Contract A (SWC-A), **C3-A-XX-XX-TS-XX**, for the following Subcategories and terms. The State may, at its sole option, elect to extend the Contract term for up to the number of additional periods of one (1) year each as indicated below.

<u>Subcategory</u>	<u>Contract Award</u>	<u>Contract End</u>	<u>1 year Optional Extensions</u>
1.1 Dedicated Transport	November 15, 2013	June 30, 2018	2
1.2 MPLS, VPN and Converged VoIP	November 15, 2013	June 30, 2018	2
1.3 Standalone VoIP	November 15, 2013	June 30, 2018	2
1.4 Long Distance Calling	November 15, 2013	June 30, 2018	2
1.5 Toll-Free Calling	November 15, 2013	June 30, 2018	2
1.6 Legacy Telecommunications	November 15, 2013	June 30, 2017	3

Pursuant to the Contract, which is incorporated herein by reference, any public agency, as defined in Government Code section 11541, is allowed to order services and products ("Services") solely as set forth in the Contract.

A non-State public Entity (herein "Non-State Entity") shall also be required to complete and submit this Authorization to Order (ATO) Under State Contract prior to ordering Services. A description of the Service(s), applicable rates and charges and the specific terms and conditions under which the Service(s) will be provided to a Non-State Entity are fully set forth in the Contract. Access to the Contract is available at <http://www.otech.ca.gov/stnd/calnet3/>.

**Insert Non-State Entity Name here** ("Non-State Entity") desires to order Service(s), and Contractor agrees to provide such Service(s), as identified in the State of California, Telecommunications Service Request (Form. 20), pursuant to the terms and conditions and rates contained in the Contract.

**E-Rate Customers**

Only complete if applying for E-Rate funding:

**Insert Non-State Entity Name here** intends to seek Universal Service Funding (E-Rate) for eligible services provided under this ATO.

The Service(s) ordered under this ATO shall commence on **Insert month, day, year** ("Service Date"). Upon the Service Date, this ATO supersedes and replaces any applicable serving arrangements between Contractor and Non-State Agency for the Service(s) being ordered under this ATO.

This ATO shall become effective upon execution by Non-State Entity, Contractor, and the Office of Technology Services, Statewide Telecommunications and Network Division (OTech/STND). No Service(s) shall be ordered by Non-State Entity or provided by Contractor until this ATO has been executed by both parties and approved by OTech/STND.

By executing this ATO, Non-State Entity agrees to subscribe to the selected services, and Contractor agrees to provide selected services, in accordance with the terms and conditions of this ATO and the Contract. Upon execution of this ATO by Non-State Entity and Contractor, Contractor shall deliver this ATO to OTech/STND for review and approval. The State may, at its sole discretion, revoke any applicable previously approved ATO.

The OTech/STND will provide Contract management and oversight, and upon request by the Non-State Entity or Contractor, will advocate resolving any Contract service issues. The ATO, and any resulting Form 20, is a Contract between the Non-State Entity and the Contractor. The State will not represent the Non-State Entity in resolution of litigated disputes between the parties.

Non-State Entity may terminate this ATO, for specific Service(s) or in total, prior to termination of the Contract, by providing the Contractor with thirty (30) calendar days' of written notice of cancellation. This ATO shall not exceed the term of the CALNET 3 Contract.

Non-State Entity, upon execution of this ATO, certifies that Non-State Entity understands that Contractor and the State may, from time to time and without Non-State Entity's consent, amend the terms and conditions of the Contract thereby affecting the terms of service Non-State Entity receives from Contractor.

Non-State Entity, upon execution of this ATO, certifies that it has reviewed the terms and conditions, including the rates and charges, of the Contract.

Non-State Entity, upon execution of this ATO, certifies the Non-State Entity understands that billing invoices for Service(s) subscribed to under the Contract are subject to review and/or audit by the State, pursuant to provisions of the Contract.

All Service(s) ordered under this ATO will be submitted using the Form 20, signed by the Non-State Entity's authorized signatory. Any additions or deletions to Service(s) shall likewise be accomplished by submission of a Form 20, noting changes. The Non-State Entity understands that Form 20s are subject to review by the CALNET 3 CMO to ensure contract compliance.

Non-State Entity, upon execution of this ATO, certifies the Non-State Entity understands that the Contractor shall provide CALNET 3 CMO all data, reports, and access to trouble tickets for Service(s) subscribed to under the Contract, pursuant to provisions of the Contract.

Non-State Entity may, by placing Service orders issued by its duly authorized representative with Contractor, order any of the Service(s) listed in the Contract and selected below. Contractor shall bill Non-State Entity, and Non-State Entity shall pay Contractor according to the terms and conditions and rates set forth in the Contract for such Service(s).

Whenever any notice or demand is given under this Contract to Contractor or Non-State Entity, the notice shall be in writing and addressed to the following:

**Non-State Entity:**

Insert Non-State Entity Name  
 Insert Non-State Entity Address  
 Insert Non-State Entity City & State & ZIP  
 Attn: Insert Customer contact & title (if given)  
 Insert Customer phone number  
 Insert Customer email address

**Contractor:**

Contractor Name  
 Contractor Address  
 City, State Zip Code  
 Attn: Contract Program Manager

Notices delivered by overnight courier service shall be deemed delivered on the day following mailing. Notices mailed by U.S. Mail, postage prepaid, registered or certified with return receipt requested, shall be deemed delivered five (5) State business days after mailing. Notices delivered by any other method shall be deemed given upon receipt.

IN WITNESS WHEREOF, the parties hereto have caused this ATO to be executed on the date shown below by their respective duly authorized representatives:

<b>NON-STATE ENTITY</b>	<b>CONTRACTOR</b>
<b>By: Authorized Signature</b>	<b>By: Authorized Signature</b>
<b>Printed Name and Title of Person Signing</b>	<b>Printed Name and Title of Person Signing</b>
<b>Date Signed:</b>	<b>Date Signed:</b>

Approved By:  
 State of California  
 Department of Technology,  
 Statewide Telecommunications and Network Division

<b>By: Authorized Signature:</b>
<b>Printed Name and Title of Person Signing:</b>
<b>Date Signed:</b>

Insert Non-State Entity Name here

Select services for

Selected Services	<u>CONTRACT #</u>	Customer Initials
<input type="checkbox"/>	Dedicated Transport Subcategory 1.1	
<input type="checkbox"/>	Multi-Protocol Label Switching (MPLS) Subcategory 1.2	
<input type="checkbox"/>	Standalone Voice over Internet Protocol (VoIP) Subcategory 1.3	
<input type="checkbox"/>	Long Distance Calling Subcategory 1.4	
<input type="checkbox"/>	Toll Free Calling Subcategory 1.5	
<input type="checkbox"/>	Legacy Telecommunications Subcategory 1.6	