

# STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

State of California  
Office of Technology Services

Statewide Telecommunications  
and Network Division

Category:

**Telecommunications  
Contracts & Services**

Chapter Title:

**Telecommunications  
Consulting Services  
MSA**

Chapter Number:

**0402.0**

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## PURPOSE

To provide directions regarding acquisition of telecommunications Consulting Services using pre-approved resources.

## POLICY

Use of telecommunications consultants for projects under \$500,000, need to be reviewed by STND. Projects over \$500,000 are not delegated and must receive prior approval by DGS. Once approval is received, submit to STND for review. See Chapter [0504.0](#) Procurement Delegation.

## RESPONSIBILITIES

For pre and post-award activities, the customer agency is responsible to support the consultant project by:

- Developing the Statement of Work, including full scope and qualifiers.
- Obtaining adequate funding.
- Arranging and scheduling the study with the consultant.
- Directing the consultant during the study.
- Reviewing and approving consultant deliverables.
- Paying consultant invoices and STND administrative fees.

- Providing the following support:
  - Information about the agency's telecommunications systems and requirements,
  - Statewide and agency policies and directives that include the SAM and STMM,
  - Agency strategic, tactical and business plans,
  - Other support items (i.e. space, telephone, etc.) as identified in the study,
  - Copies of consultant deliverables as requested by the STND.

If there are any changes in the scope or resources for an approved consultant study, agencies **must** notify and obtain STND review prior to proceeding with the work.

See Chapter [0101.0](#) OTech-STND Contact Information.

## PROCEDURES

Submit requests for consulting services as follows: For telephone and data disciplines, submit an [STD.20](#) form with justification and statement of work to STND. See Chapter [0500.0](#), Ordering Voice/Data Network Services and Equipment. The STND evaluates requests for consulting services with the agency. If approved, the STND determines the appropriate source for obtaining the consultant, either internal or external, and oversees that the study is in compliance with the [SAM](#) and [STMM](#).