

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

**POLICY**

The Department of Technology, service offerings through the CALNET Contract is 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 Department of Technology/Statewide Telecommunications and Network Division (STND) reviews the agency's qualifications and authorizes use of the CALNET Contract. Approval from the Department of Technology is required **prior** to the use by non-state agencies.

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

1. An entirely 100% tax-supported agency
  
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 Statewide Telecommunications and Statewide Network Division 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 will be added to the Authorized Agency List. Agencies already authorized can be found on the [Authorized Agency List](#).

If your agency is not on the Authorized Agency List, 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 “Service Policy and Agreement” indicating you have read and agree with the conditions of this policy.
3. Submit package directly to Department of Technology/Statewide Telecommunications Network Division or through the appropriate contractor’s local account manager/representative.
4. You will generally be notified of eligibility within 10 business days after receipt by the Department of Technology. If you do not hear in a reasonable time, please call the Statewide Telecommunications Network Division at (916) 657-9150.

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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.

\_\_\_\_\_  
Requesting Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agency Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
E-mail Address

Submit requests along with supporting documentation in one of two ways for review and approval by the Department of Technology:

Option 1: Department of Technology  
Statewide Telecommunications and Network Division  
P.O. Box 1810, STND Y-13  
Rancho Cordova, CA 95741-1810  
Attn: Network Support Section

- OR -

Option 2: Give to the CALNET contractor's local account representative to submit to Department of Technology for review and approval.