

**Information Technology Standard
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology**

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| Document Number: | OPD-NET010C | |
| Document Title: | Satellite Services and Equipment - Roles and Responsibilities | |
| Issued by: | Deputy Secretary for Information Technology | |
| Date Issued: | September 26, 2006 | Date Revised: March 3, 2011 |
| Domain: | Network | |
| Discipline: | Network Services | |
| Technology Area: | Voice | |
| Referenced by: | ITB-NET010 | |
| Revision History Date: | Description: | |
| 3/3/2011 | Agencies are to order satellite services through the <u>Enterprise Services Management System (ESMS)</u>, formerly known as ISS | |

| Roles and Responsibilities | Agency | OIT I & O |
|---|---------------|--------------------------|
| Determine the requirements for satellite equipment and services Are the requirements on <i>Statewide Contract 9985-25</i> ? If no, complete the waiver form. If yes, continue with next step. | X | |
| Obtain approval internally from the requesting agency secretary (complete NET010B). | X | |
| Provide agency approval documentation (NET010B) and the requested equipment type, rate plan and service provider to the Office of Administration/Office for Information Technology (OA/OIT) at RA-oesor@state.pa.us or fax to 772-8018. Note: Please send an e-mail to the resource account if the documentation is faxed. | X | |
| OA/OIT, Enterprise Service Order Review Team will review the document and provide feedback to the agency contact within three (3) business days. | | X |
| Agencies are to order satellite services through the <u>Enterprise Services Management System (ESMS)</u> , formerly known as ISS. | X | |
| Agencies will monitor the costs and the appropriate use of satellite services. | X | |

