

Information Technology Policy

Enterprise Telecommunications Contract(s)

ITP Number ITP-NET003	Effective Date September 13, 2005
Category Network	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review March 2019

1. Purpose

Establishes a policy concerning the procurement of enterprise telecommunications.

2. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

3. Policy

Telecommunication services and equipment are to be procured from the current Telecommunications Contract(s). All contract offerings can be found and must be ordered from the Integrated Support System (ISS) Catalog supplier catalogs available in the Enterprise Services Management System (ESMS).

Agencies in the process of evaluation and procurement of services or equipment are to consider completing a cost analysis of the solutions available to them. For assistance please contact the following:

Voice: RA-voiceoperationssupport@pa.gov

Data: ENS@pa.gov

Security: RA-CISO@pa.gov

4. Responsibilities

4.1 Office of Administration, Office for Information Technology Enterprise (OA/OIT Enterprise) is responsible for the management of enterprise telecommunication contracts.

4.2 Commonwealth Agencies/Delivery Centers are to follow all contract guidelines in the enterprise telecommunication contracts and procure telecommunication services through the Enterprise Services Management System (ESMS).

5. Related ITPs/Other References

Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>

Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal:

<http://www.oa.pa.gov/Policies/Pages/default.aspx>

- Management Directive 205.34 *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
- Enterprise Services Management System (ESMS) <https://esms.pa.gov/>

6. Authority

Executive Order 2016-06, Enterprise Information Technology Governance

7. Publication Version Control

It is the user's responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication are to be directed to RA-ITCentral@pa.gov.

8. Exemption from This Policy

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppa.oa.pa.gov/>. Agency CIO approval is required.

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	09/13/2005	Base Document
Revision	12/21/2010	Update to direct agencies to use the new telecommunications contract(s). NET003A rescinded
Revision	03/02/2018	Updated ITP format Added Responsibilities section Moved definitions to online policy glossary