

Office of Technology Services  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

TO: ALL STATE AGENCIES

FROM: Dickie Howze  
Chief Information Officer



RE: Office of Technology Services  
Delegation of Authority for Telecommunications Requests (2019-01)  
State Executive Branch Agencies

DATE: August 22, 2018

This delegation is issued pursuant to my authority under RS 39:140 and replaces previous delegation 2013-01, issued July 9, 2013.

Effective August 1, 2018, the Office of Technology Services (OTS) hereby delegates the development and review of technical specifications and procurement without prior written approval by OTS to agencies who are included in the OTM legislation commensurate with their State Procurement delegated purchasing authority in other commodity areas and in accordance with the latest Governor's Executive Order for "Small Purchases" for specific telecommunications supplies, equipment, and services listed below:

- Radio equipment such as receivers, scanners, batteries, chargers, battery conditioners/analyzers, Citizen Band (CB) radios, Family Radio Service (FRS) radios, multi-use Radio Service radios, cases, speakers, microphones, replacement antennas, surveillance equipment for law enforcement use such as body microphone radios and associated receiving equipment, wildlife tracking transmitters, and personal electronic monitoring devices and systems (used by the Department of Corrections)
- Emulators
- Intercom and \*paging systems
- Television Receive-only (TVRO) equipment
- Global Positioning Systems (GPS) equipment
- Basic Telephone equipment and accessories on or off of contract such as:

- Desk Sets, 1-2-3 line
  - Speakerphones
  - Cordless phones
  - Conference phones
  - Line Status Indicator (LSIs)
  - Headsets
  - Dialing and answering apparatus
- Video streaming services
  - Additions to existing Videoconferencing systems not on contract
  - Replacement parts for the repair and maintenance of existing consoles, videoconferencing systems and \*EKS and \*PBX systems not on contract
  - Service contracts for the maintenance of telecommunications equipment (pagers, \*telephone systems, video conferencing systems) not on contract
  - Telecommunications software upgrades to existing Videoconferencing systems not on contract
  - Commercial Internet services not exceeding \$2,500 per year (services above this amount require OTS approval)
  - Towers and rental of tower space
  - Answering services
  - Uninterruptible Power Supplies (UPSs) and other power supplies
  - Satellite communications systems

\* Agencies shall email a copy of the purchase orders to [Networkorders@la.gov](mailto:Networkorders@la.gov) when purchasing these items so that OTS can maintain equipment brand, contractor name, and warranty information in our Help Desk database.

**Note:** All delegation of authority for equipment additions and software upgrades for existing EKS and PBX systems not on contract have been removed. Agencies must now acquire OTS approval on EKS and PBX systems whether purchasing new or additional equipment or software upgrades. Approvals are required whether purchasing from contract or non-contract.

Agencies bidding for the above goods and services within their delegated purchasing authority must follow procurement laws, rules and regulations, applicable Executive Orders, and internal policies. All requisitions for the above items exceeding an agency's delegated purchasing authority must be approved by OTS prior to bidding.

### **Wireless Telephone Service**

The granting of approval to acquire wireless telephone services or equipment in accordance with OTS eligibility requirements is hereby delegated to department secretaries, elected officials, and heads of boards or commissions or their designees. Details concerning eligibility requirements for wireless telephone service can be found at

<https://www.doa.la.gov/Pages/ots/Telecommunications/catalog/WirelessTelephone.aspx>

State contracts for wireless telephone services or equipment should be utilized whenever possible.

#### **Systems, Services, and Equipment Not Requiring OTS Review/Approval**

It is not necessary for OTS to review requests for Nurse Call Systems used in hospitals and similar facilities, guest (coaster style) paging systems used in waiting room areas, and rescue phone crisis response telephones. Therefore, agencies do not require OTS approval; however, OTS cautions agencies to follow procurement laws, rules and regulations, applicable Executive Orders and internal policies when purchasing these items.

#### **Systems, Services, and Equipment Requiring OTS Review/Approval**

Telecommunications supplies, equipment, and services not included in the above guidelines are specifically excluded from this delegation and must be procured from a statewide telecommunications contract or a line of service in the OTS Catalog of Services, when available, unless specifically exempted by OTS and the Office of State Procurement. If a statewide telecommunications contract does not exist or a line of service is not available, agencies **must** contact the OTS Contracts Administration Director at 225-342-3848 for assistance. **Agencies should be aware that their approved delegated purchasing authority by State Procurement and the Governor's Small Purchase Executive Order does not affect an agency's statutory responsibility to obtain OTS approval.**

If there is any uncertainty regarding the procurement process for telecommunication's goods and services contact the OTS Contracts Administration Director at 225-342-3848.

