



Telecommunications Service Acquisition Policy

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Approved By:	Allen Y. Lew, City Administrator	Approval Date:	June 11, 2012
Effective Date:	June 11, 2012	Revised Date:	February 28, 2014

1. **Scope/Applicability:** This policy applies to all DC Agency Directors, the DC Chief Technology Officer, and all DC workforce members.
2. **Authority:** DC Official Code §§ 1-1401 et seq.
3. **Purpose:** This policy is intended to maximize efficiencies and minimize costs for DC government telecommunications services acquisition.
4. **Background:** OCTO has pre-negotiated calling plan pricing for city-wide use and cost savings with all approved mobile device vendors. This pricing is available in the Request Telecommunications Services (RTS) system.
5. **Policy:**
 - 5.1. Each DC Agency Director or designee must make all telecommunications service requests through the RTS system for products and services available in RTS. (Use of the Procurement Automated Support System (PASS) or government-issued PCard to procure telecommunications services is not permitted.)
 - 5.2. Each DC Agency Director or designee, before making a telecommunications service requisition, must consult the OCTO/DC-Net Pricing Guide for product and service availability and must use OCTO/DC-Net services and products where cost for these is less than or equal to commercial vendor cost.
 - 5.3. Each DC Agency Director or designee shall engage OCTO/DC-Net for wiring requests of 15 lines or less. For requests above 15 lines, the Director or designee shall extend request for quotes to all DC government approved vendors from RTS as per “Wiring and Cabling Procurement Procedures.”
 - 5.4. Each DC Agency Director, when selecting mobile device user plans for employees, must choose an approved vendor in RTS.
 - 5.5. For tablet purchases, written justification is required from the Agency Director or designee.
6. **Procedures:** None
7. **Sanctions:** Non-compliance with the provisions of this policy may result in disciplinary actions up to and including termination of employment, in accordance with District Personnel Manual Chapter 16.
8. **Exemptions:** None
9. **Policy Maintenance:** The Office of the Chief Technology Officer must review and update this policy at least annually to ensure technological currency and compliance with applicable law.
10. **Policy Enforcement:** The Office of the Chief Technology Officer is responsible for the enforcement of this policy.
11. **Applicable Regulations and Policies:** None
12. **Reference Documents:**
 - 12.1. DC-Net Pricing Guide (<http://octo.in.dc.gov/node/164663>)
 - 12.2. DC Telecom Government Equipment Pricing (<https://docs.google.com/a/dc.gov/?tab=mo&pli=1#home>)
 - 12.3. Approved Telecom Vendors in RTS (<https://docs.google.com/a/dc.gov/?tab=mo&pli=1#home>)
 - 12.4. Wiring Standards Guide (<http://octo.in.dc.gov/node/164666>)
 - 12.5. Wiring and Cabling Procurement Procedures (<http://octo.in.dc.gov/node/164676>)

13. **Definitions:**

RTS	Request for Telecommunications Services (RTS) system. RTS is an electronic, on-line order entry system for ATCs and authorized users, developed and managed by OCTO. An RTS order is the accepted contract by telecommunications vendors for ordering products and services for the DC government.
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