



BOBBY JINDAL  
GOVERNOR

KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Telecommunications Management**

**MEMORANDUM**

TO: ALL STATE AGENCIES

FROM: F. Derald Kirkland,  
IT Telecommunications Administrator *FDK/JAP*

RE: Office of Telecommunications Management  
Delegation of Authority for Telecommunications Requests 2013-01  
State Executive Branch Agencies

DATE: July 9, 2013

This delegation is issued pursuant to my authority under RS39:140 and replaces my previous delegation, 2005-01, issued January 28, 2005.

Effective July 9, 2013, the Office of Telecommunications Management (OTM) hereby delegates the development and review of technical specifications and procurement without prior written approval by OTM to agencies commensurate with their existing State Purchasing 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 not on contract such as:
  - Desk sets, 1-2-3 line
  - Speakerphones
  - Cordless phones

- Conference phones
  - Line Status Indicators (LSIs)
  - Headsets
  - Dialing and answering apparatus
  - Additions to existing Videoconferencing, \*EKS, and \*PBX systems not on contract
  - Replacement parts for the repair and maintenance of existing consoles, videoconferencing systems, 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, EKS, or PBX systems not on contract
  - Commercial Internet subscriptions not exceeding \$1,500 per year (subscriptions above this amount require OTM approval)
  - Towers and the rental of tower space
  - Answering services
  - Uninterruptible Power Supplies (UPSs) and other power supplies
- \* Agencies should send a copy of the purchase order to OTM when purchasing these items so that OTM can maintain equipment brand, contractor name, and warranty information in our Help Desk database. Fax or mail a copy to the OTM Contracts Administration Section at 225-342-7984, P.O. Box 94280, Baton Rouge, LA 70804.

Agencies bidding for the above goods and services within their delegated purchasing authority must follow purchasing 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 OTM prior to bidding.

### **Wireless Telephone Service**

The granting of approval to acquire wireless telephone services or equipment in accordance with OTM eligibility requirements is hereby delegated to department secretaries, elected officials, university presidents or chancellors, and heads of boards or commissions or their designees. Details concerning eligibility requirements for wireless telephone service can be found at <http://www.doa.louisiana.gov/otm/catalog/wirelesstelephone.htm>. State contracts for wireless telephone services or equipment should be utilized whenever possible.

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

It is not necessary for OTM 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 approval from OTM before purchase; however, OTM cautions agencies to follow purchasing laws, rules and regulations, applicable Executive Orders and internal policies when purchasing these items.

### **Systems, Services, and Equipment Requiring OTM 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 OTM Catalog of Services, when

available, unless specifically exempted by OTM and the Office of State Purchasing. If a statewide telecommunications contract does not exist or a line of service is not available, agencies **must** contact the OTM Contracts Administration Director at 225-342-3848 for assistance. **Agencies should be aware that their approved delegated purchasing authority by State Purchasing and the Governor's Small Purchase Executive Order does not affect an agency's statutory responsibility to obtain OTM approval.**

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