



DEPARTMENT OF MANAGEMENT  
**SERVICES**

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## State Purchasing Memorandum

Memorandum No. 3 (2005-06) Rev. 6/15/2006

**From:** State Purchasing and  
Enterprise Information Technology Services (EITS)

**Date:** June 15, 2006

**Re:** Wireless Voice and Data Services Contract Guidance

This memorandum addresses the appropriate use of the [Wireless Voice Services](#) State Term Contract, No. 725-330-05-1 and the [Wireless Data Services](#) Contracts administered by EITS as well as alternate methods for the procurement of wireless voice and data services in general. Please plan to make the transition to the wireless voice and data procurement methods outlined herein by July 1. Agency representatives requiring assistance in navigating the contracts and/or needing agency exceptions to the contracts may contact Jeff Rackley, State Purchasing IT Sourcing Team lead, at [jeff.rackley@dms.myflorida.com](mailto:jeff.rackley@dms.myflorida.com) for assistance.

### **A. Wireless Voice Service**

Per Section [287.056\(1\)](#), F.S., State agencies shall purchase commodities and contractual services from state term contracts. Verizon Wireless is the sole awarded Contractor on the Wireless Voice Services State Term Contract, No. 725-330-05-1. In addition, Verizon Wireless is the sole awarded Contractor offering voice services as an option on the EITS Wireless Data contract.

In the event a State agency requires wireless voice services from vendors other than Verizon Wireless it must take additional steps:

- Nextel wireless voice services are available through the Western States Contracting Alliance (WSCA) as an alternate contract source purchase. State agencies must document a contract exception per rule 60A-1.044(3), [F.A.C.](#), before buying from the [WSCA contract](#). State agencies need not submit a PUR 7102 Agency Request for Review of Alternate Contract Source or otherwise obtain further State Purchasing approval before using this particular WSCA contract.
- Although Cingular has previously offered an unlimited wireless voice services plan under the EITS Wireless Data Services Contract, this plan was never formally added to this contract. No orders for Cingular wireless voice services shall be made under this contract.

- If an agency documents a contract exception per rule 60A-1.044(3), F.A.C., Cingular and other wireless voice service providers may be available through other s. [287.057](#) FS methods of procurement. For alternate contract source procedures, see rule 60A-1.047, F.A.C., and form number [PUR 7102, Agency Request for Review of Alternate Contract Source](#).

## **B. Wireless Data Service**

### **1. Blackberry Data Service**

Blackberry Data Services are currently part of the Wireless Data Services Contract administered by EITS and are part of the SUNCOM Portfolio of Services. Blackberry wireless data services are not approved for purchase through the Western States Contracting Alliance (WSCA) or the General Services Administration (GSA) Schedules.

No wireless voice services can be offered by vendors through this Contract with the exception of Verizon. Verizon is the only vendor authorized to offer both wireless Blackberry data and voice services through this Contract.

### **2. Wireless Data Air Cards/Virtual Private Network (VPN) Services**

Wireless Data Air Cards/VPN Services are currently part of the Wireless Data Services Contract administered by EITS and are considered part of the SUNCOM Portfolio of Services [MyFlorida.com - Statewide Wireless Data Service](#). The CSA form must be used for the ordering of Wireless Data Air Cards/VPN Services. Wireless Data Air Cards/VPN Services are not approved for purchase through the Western States Contracting Alliance (WSCA) or the GSA Schedules.

## **C. Ordering Procedures**

All orders for wireless data and/or voice services referencing either the state term contract or the EITS contract should now be ordered through MyFloridaMarketPlace (MFMP) using a Direct Order (DO) and/or Master Agreement (MA), as opposed to using the Customer Service Authorization (CSA) process through EITS.

For orders with line items referencing a mix of contracts and/or non/contract sources, additional considerations may apply when using the MFMP eprocurement system, due to the system's method of tracking orders against Master Agreements. The situations described below will require two requisitions/purchase orders.

- If your DO contains a non-catalog line item not referencing an MA and an Agency Term Contract (ATC) MA line item.
- If your DO contains a State Term Contract (STC) line item and an ATC MA line item.
- If your DO contains two line items each with different ATC MA's.

In these situations, you can avoid using two separate DO's by not using the MA order tab within MFMP. Also, you will not need two separate DO's if your order contains a non-catalog line item with no MA and an STC MA line item.

Agencies considering use of the procurement card for these services should be guided by the Department of Financial Services' [Reference Guide for State Expenditures](#), Contractual Services section, page P8.

### **Examples**

Example 1: An agency requires wireless voice and/or Blackberry data services from Verizon.

If the agency requires only wireless voice services from Verizon it must use the Wireless Voice Services State Term Contract. To procure both the wireless Blackberry data and voice services, the agency can use the Wireless Data Services Contract through EITS. The Wireless Data Services Contract has been amended to include the pricing from the Wireless Voice Services State Term Contract for Verizon.

Example 2: An agency requires wireless voice or wireless voice and data services from Nextel.

The agency must document a valid contract exception from the Wireless Voice Services Contract with Verizon. The agency can then use the pre-approved WSCA agreement with Nextel for wireless voice only. If the agency requires wireless Blackberry data services from Nextel it must use the Wireless Data Services Contract ordered through MyFloridaMarketPlace (MFMP).

Example 3: An agency requires wireless voice or wireless voice and Blackberry data services from Cingular.

The agency must document a valid contract exception from the Wireless Voice Services Contract with Verizon. The agency then must find an applicable procurement method, which may be an alternate contract source (subject to DMS approval via PUR 7102) or other Section 287.057, F.S., method for the procurement of wireless voice services. If the agency requires wireless Blackberry data services from Cingular it must use the Wireless Data Services Contract.