Information Technology Standard
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology

Document Number:	**OPD-NET010C**	
Document Title:	**Satellite Services and Equipment - Roles and Responsibilities**	
Issued by:	**Deputy Secretary for Information Technology**	
Date Issued: September 26, 2006	**Date Revised: March 3, 2011**	
Domain:	**Network**	
Discipline:	**Network Services**	
Technology Area:	**Voice**	
Referenced by:	**ITB-NET010**	
Revision History Date:	**Description:**	
3/3/2011	**Agencies are to order satellite services through the Enterprise Services Management System (ESMS), formerly known as ISS**	

Roles and Responsibilities	**Agency**	**OIT I & O**
Determine the requirements for satellite equipment and services Are the requirements on *Statewide Contract 9985-25*? If no, complete the waiver form. If yes, continue with next step.	**X**	
Obtain approval internally from the requesting agency secretary (complete NET010B).	**X**	
Provide agency approval documentation (NET010B) and the requested equipment type, rate plan and service provider to the Office of Administration/Office for Information Technology (OA/OIT) at RA-oaesor@state.pa.us or fax to 772-8018. Note: Please send an e-mail to the resource account if the documentation is faxed.	**X**	
OA/OIT, Enterprise Service Order Review Team will review the document and provide feedback to the agency contact within three (3) business days.		**X**
Agencies are to order satellite services through the Enterprise Services Management System (ESMS), formerly known as ISS.	**X**	
Agencies will monitor the costs and the appropriate use of satellite services.	**X**	

Waiver Request Form for Satellite Services & Equipment

Waiver Request Number: To be completed by DGS Contract Administrator)	
Date Requested:	
Requestor : **Name & e-mail address**	
Requesting Agency:	

Vendor	Equipment	Rate Plans	Features

Waiver Description for

Justification for Waiver (Include Business Impact)

Requesting Agency Secretary or Designate
Office of Administration / Office of Information Technology
Department of General Services Administrator Signoff:
Date ☐ **Approved:** ☐ **Rejected:**