



Cal-ITP: Data Plan Procurement Self-Service Instructions

The purpose of this document is to assist you, transit agencies, in independently procuring SIMs and data plans at Cal-ITP negotiated prices through FirstNet.

FirstNet is a broadband network provided by AT&T that is only accessible to organizations classified as Tier II First Responders by the Office of Emergency Services. Transit agencies are classified as Tier II agencies and are therefore eligible for SIMs that enable access to the FirstNetwork broadband.

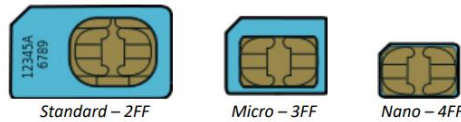
Prior to reaching out to FirstNet, you should review your existing data contracts and identify your data uses. Key components to review include:

1. Current Functionalities: This helps ensure that you know what necessary functions you'll want to run on FirstNet's network.
2. Contract End and Renewal Dates: This can help inform contract timing (e.g., switching from a current contract to a FirstNet one) and SIM activation dates.

After this review is complete, you can begin on the steps outlined below. If, after reviewing this page, there are any remaining questions, please refer to the Frequently Asked Questions [here](#) or contact Cal-ITP at hello@calitp.org.

1. Contact FirstNet
 - a. If you are interested in purchasing FirstNet SIMs, you can begin the process by reaching out to a FirstNet representative at rc628k@att.com and bp1401@att.com.
 - b. The account manager can help you determine how many SIMs you need to purchase and begin the contracting and procurement process. You will be assigned a FirstNet account manager, who will be your main point of contact throughout the procurement process. The procurement process typically takes 14 weeks; a timeline is available [here](#).
2. Gather Necessary Information
 - a. Next, you will need to gather the necessary information to inform your SIM purchasing. Required information includes:
 - i. Contact(s) information: name, phone, email
 - ii. Shipping address

- iii. Quantity of SIMs desired
- iv. Data plan size desired
- v. Device information: device type, device model, and SIM size



- vi. Anticipated device use cases
- vii. Go live target date, if applicable

3. Review FirstNet Contract

- a. FirstNet will provide you with a SIM purchasing and use contract. This contract serves as an addendum to the National Association of State Procurement Officials (NASPO) Agreement [#MA149](#). Under NASPO Participating Addendum (PA) #PA-2022-WDV-AT&T, California is able to purchase off this NASPO agreement. The PA is currently valid through May 22, 2025.

The NASPO Agreement and Participating Addendum are standardized and allow you to purchase select goods directly without additional competitive bidding. You may use funding from various sources to complete this purchase, including the Federal Transit Administration (FTA), State of California, California Department of Transportation (Caltrans), etc. You are encouraged to confirm that your funds are eligible to be used for this purchase prior to finalizing the contract.

After you have received the contract, it is your responsibility to review it. The contract is typically reviewed by some combination of administrative, financial, legal, operations, and technology department staff. You may also need Board approval to finalize the contract, depending on your internal policies.

4. Sign and Submit Contract

- a. Once the contract has been reviewed and approved by your staff, you can then electronically sign and submit it to your FirstNet account manager.

After the contract has been signed and submitted, the FirstNet staff will begin creating a portal (“Control Center”) for your agency. Control Center is a platform where you will be able to order, activate, and manage your SIMs (e.g., for ordering new SIMs, tracking data usage, reporting operational challenges if they should occur, etc.).

5. Login to Control Center and Order SIMs

- a. After your Control Center has been created, your account manager will provide you with login information. Your account manager will then schedule a 90-minute training session with you to go over how to use Control Center. Once this is completed, you will be able to order your SIMs.

6. Install SIMs

- a. Upon SIM receipt, you can begin with installation. It is your responsibility to manage SIM installation. If you are switching from a different provider, your old contract end date should align with or fall after the FirstNet contract's start date to ensure service continuity (e.g., if the previous data plan ends on September 30th, the new contract should begin on October 1st).