

How to Procure a Cell Phone

1. Agency determines if they need a conventional phone plan, a pooled plan, a flat rate plan (pay as you go), or a data plan.
 - A. Conventional Voice Plans – vary from a low minute usage conventional plan to an unlimited plan.
 - B. Pooled Voice Plans – allow phones within the agency to share a pool of minutes.
 - C. Flat Rate Voice Plans – very low monthly fee (or no fee), pay for all the minutes you actually use.
 - D. Data Plan – using Blackberry, Treo, or Windows Mobile. If agency chooses to use the data device for voice too, agency will be required to buy a Voice Plan.
2. Agency looks at the coverage area of the primary vendor to determine if that vendor can meet the agency coverage requirements. If the coverage area is not adequate, agency will go to the next vendor in that plan. (NOTE: The agency also has the option of requesting a phone from the primary vendor to use for no longer than a week to determine if the coverage is indeed suitable.)
3. If the coverage area is adequate, agency will check the enhancements to insure that the primary vendor can meet the agency needs. These enhanced items include a) a camera phone; b) a push-to-talk feature; c) rollover unused minutes from one month to the next or d) ability to designate a land line as a mobile to mobile call. If this vendor does not offer the enhanced feature(s) that the agency requires, agency will go to the next vendor in that plan.
4. The agency then checks the additional services to insure that the primary vendor can meet the agency needs. These additional services include a) a plan to offer a service that could be used to help geographically locate key personnel, equipment and vehicles in the event of an emergency; b) Amber Alert; and c) Wireless Priority Service (WPS) to enable first-responders the ability to communicate during an emergency. If this vendor does not offer the additional services that the agency requires, the agency will go to the next vendor in that plan.
5. If an agency requires a Data Plan, the agency checks to see which type of hardware the primary vendor supports, i.e., BlackBerry, Treo, or Windows Mobile. If this vendor does not support the hardware that an agency uses, the agency will go to the next vendor in that plan. If the agency requires both voice and data, the agency will verify that the vendor is able to provide both and meet their requirements.
6. After you have chosen the voice plan and the vendor, the agency will prepare a release order against CPHONE07 A, B, C or D. The agency will sign the release order and keep the original on file in their office. A copy of the release order will be emailed or faxed to the Office of Technology

(see contact information below) who will, in turn, email the order to the appropriate vendor and carbon the requesting agency and Purchasing.

7. Within two (2) business days after the vendor receives the release order, the vendor will email the Office of Technology and the requesting agency confirming receipt of the release order and, where applicable, providing the assigned BTN(s) and/or due date of requested service.

NOTE: If an agency cancels or changes the initial rate plan, the agency shall provide a release order cancelling or modifying the plan and follow the same process as described above. Under no circumstances will price increases for plans (as bid) be permitted unless a change order to CPHONE07 is processed through Purchasing..

All release orders shall be emailed to:

wvot.cell@wv.gov

Release orders may also be faxed to 304-558-1353