

## TELECOMMUNICATIONS BULLETIN

April 17, 2007  
CMS 07- 12

Bureau of Communication  
and Computer Services

From:

*Theresa Starling*, Manager  
Customer Solution Center

Heading

Place your  
message  
here. For  
maximum  
impact,  
use two or  
three  
sentences.

### Cut Off Dates: FY 07 Telecommunications Service Orders

This Bulletin contains the cutoff dates for all Telecommunications Service Orders (TSRs), Cellular/Wireless Service Orders (CSRs), and Telecommunications Data Orders (TDRs) to be processed in FY07. If your request is received by Central Management Services (CMS) on or before the designated date, your order should be processed and billed in FY07. **Service Orders must clearly state that the work should be billed in FY07.**

The service order categories listed below require different processing procedures, paperwork, and approvals; thus they require different time intervals. Procurements that involve third party input for completion (CMS Strategic Sourcing and Procurement, vendors for bid, etc.) therefore require additional processing time. Adherence to the following dates will allow sufficient lead time for proper review and processing of requests. Please notify your staff of the FY07 cutoff dates:

- April 25, 2007 Requests for new voice systems, system upgrades, large office moves or new locations (over 30 stations); data orders for T1s, T3s, OCs, and analog service; and non-contract items for all types of service and equipment.
- May 18, 2007 Routine voice/data orders for move, add, and change (MAC) work; and routine paging and cellular/wireless service and equipment.

If you have any questions or are aware of FY07 projects that may be a problem, please call Steve Wieland at (217) 557-9953 or contact your assigned CMS Communications System Specialist (CSS) as follows:

George Aguilar	217-557-2721	Richard Freimuth	217-785-9211
Vernon Burchett	217-785-9033	Tim Lechowski	312-814-5889
Ray Carey	217-785-6409	Frank Marchant	217-785-7935
Sharon Dennis	312-814-2489	Rick Nuss	217-524-4794
Carol Doerfler	217-524-1000	Joe Patterson	217-524-0808
Ed Fedor	217-524-9911		

All service orders should be mailed to:

**Central Management Services  
Customer Solution Center  
120 West Jefferson - 2nd Floor  
Springfield, IL 62702-5103**

**For more information...**  
visit our website at  
[www.state.il.us/cms/telecom](http://www.state.il.us/cms/telecom)