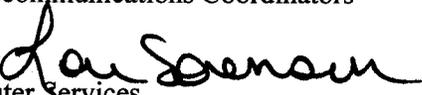




## MEMORANDUM

TO: Agency CIOs, Fiscal Officers, and Telecommunications Coordinators

FROM: Lori Sorenson, Chief Operating Officer   
 Bureau of Communications and Computer Services

DATE: October 11, 2007

SUBJECT: FY08 Telecommunications Order Deadlines

The Bureau of Communications and Computer Services (BCCS) Customer Solution Center (CSC) has established the deadlines for processing FY08 telecommunications orders. In setting these dates, the CSC has considered the time needed for processing requests, procuring hardware, and billing processes. These deadlines are consistent with the non-routine order intervals distributed in June. This advanced customer notification will allow your agency time to plan requests for projects and adherence to these dates will allow sufficient lead time for proper review and processing of requests. Please notify your staff of the FY08 cutoff dates:

- November 15, 2007 Projects: new voice systems, system up-grades, large office moves or new locations (over 150 stations)
- March 1, 2008 Data orders for T1s, T3s, OCs, analog service, office moves or new locations under 150 stations, and non-contract items for all types of service and equipment
- May 1, 2008 Routine voice/data orders for move, add, and change (MAC) work, and routine paging and cellular/wireless service

If the CSC receives your request on or before the designated date and work is completed by June 30, 2008, the order will be processed and billed in FY08. Service Orders must clearly state that the work should be billed in FY08.

If you have questions or are aware of FY08 projects that may be problematic, please contact your assigned CMS Communications System Specialist (CSS) as follows:

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

All service orders should be mailed to:

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