

## TSSR – Telecommunications System Study Report

When the estimated annual amount for the purchase or change of Telecommunications service/equipment exceeds \$10,000 (one time cost, annual expenditure, or combination of the two), Agencies must complete a Telecommunications System Study Report (TSSR), [Form DOA-6497](#). Provide sufficient, detailed information in sections 3-6, allowing for prompt review by DET'S Telecommunications Administration Section and understanding of the request/justification by auditors in the future. Upon approval, a signed copy of the TSSR will be returned to the submitter; and, the agency will proceed with the acquisition using the appropriate procurement process, i.e., a contract, simplified bid, or request for bid/proposal.

"Telecommunications" refers to all services, equipment and facilities capable of transmitting, switching or receiving information in any form, by wire, wireless, or other means. Examples include, but are not limited to:

- ACD (Automatic Call Distribution) systems
- ISDN (Integrated Services Digital Network)
- IVR (Interactive Voice Response) systems
- Key systems
- LAN (Local Area Network) interconnection
- Non-STS (State Telephone System) long distance
- PBX (Private Branch Exchange) systems
- Voice processing
- Video conferencing
- VOIP (Voice Over Internet Protocol)
- WAN (Wide Area Network) services
- Wireless handheld devices and services

Excluded from the TSSR requirement is LAN equipment or existing WAN data communication systems which will simply add drops to the State's Badgernet Converged Network.

The purpose of this procedure is to ensure compliance with Chapter 16.979 of the State Statutes which require DOA to ensure maximum utility, cost-benefit and operational efficiency of all telecommunications systems and activities of this state, and those that interface with cities, counties, villages, towns, other states and the federal government. If you have questions about this procedure, contact Connie Bandt, [connie.bandt@wisconsin.gov](mailto:connie.bandt@wisconsin.gov), 608-267-7355.