

# Office of Telecommunications Management

## LaNet Frame Relay Access Service Request

### SUBSCRIBER INFORMATION

Organization \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

OTM Accounting Unit \_\_\_\_\_

### TYPE OF ACCESS (Select One)

LaNet: \_\_\_\_\_ Kbps

LaNet: \_\_\_\_\_ Mbps

**Please refer to the OTM Catalog of Services for current rate information.**

### TECHNICAL CONTACTS

The following individuals will serve as primary contacts to LaNet.

Name	Phone	Pager	Email
_____	_____	_____	_____
_____	_____	_____	_____

### VOTING REPRESENTATIVE

(See Terms and Conditions for description of responsibilities.)

Name	Phone	Pager	Email
_____	_____	_____	_____

### AGREEMENT

By submitting this LaNet access request, the undersigned ("Subscriber") acknowledges that they have read, understood, and agreed to be bound by the terms and conditions outlined in the LaNet Access Service Request, which is incorporated herein by reference.

\_\_\_\_\_  
Telecommunications Coordinator (print)

\_\_\_\_\_  
Telecommunications Coordinator (sign)

\_\_\_\_\_  
Date

## LANET FRAME RELAY ACCESS SERVICE REQUEST INSTRUCTIONS

This form should be completed by the agency's Telecommunications Coordinator. Mail the signed, completed form to OTM.

By submitting this request, the subscriber acknowledges that they have read, understood, and agreed to all the terms and conditions outlined in the *LaNet Access Service Request Terms and Conditions*.

OTM will work with the subscriber designated contacts to arrange the implementation.

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<b>Organization</b>	Complete name of the organization (e.g., Department of Social Services, Office of Community Services)
<b>Physical Address</b>	Physical address where circuit will be terminated
<b>Mailing Address</b>	Mailing address of the Technical Contact
<b>OTM Accounting Unit</b>	OTM Accounting Unit (Cost center) to be billed. If you don't have, or don't know, your Cost Center number, OTM will assign one.
<b>Type of Access</b>	The Subscriber may choose from the Frame Relay class of service.
<b>Technical Contacts</b>	List the specific technically knowledgeable individuals assigned to work with the LaNet NOC in service installation and problem resolution. Include a complete phone number, pager number, and email address, if available.
<b>Voting Representative</b>	Individual authorized to represent the dedicated subscriber in voting on issues presented to LaNet subscribers. Typically a senior person from the site's data processing or telecommunications organization
<b>Telecommunications Coordinator</b>	Printed name and signature of the organization's Telecommunications Coordinator. Date signed.

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### ***Office of Telecommunications Management***

### ***LaNet Frame Relay Access Service Request***

### **Terms & Conditions**

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**Acceptable Use:** LaNet is a state-wide data network that exists for the primary purpose of transmitting and sharing information among governmental, research and educational organizations within Louisiana and across the Internet. Transmission of any material in violation of any federal or state laws or regulations is prohibited. LaNet connections shall not be used to access other machines without the permission of the owner. The Subscriber agrees to observe the acceptable use policy of any other network the Subscriber accesses through LaNet. LaNet subscribers are expected to be responsible in their use of the network and avoid actions that cause interference to the network or cause interference with the work of others on the network.

**Frame Relay Access:** The subscriber establishes IntraLATA Frame Relay Service off the OTM contract with BellSouth Business Systems and is responsible for all Frame Relay rate components specific to that subscription (Access Line, Port, Outbound PVC(s), Outbound CIR(s)). The subscriber establishes LaNet Access via Frame Relay through agreement with OTM based upon a Burst Limited PVC defined between the subscriber and LaNet.

**Router:** To connect to LaNet, the Subscriber must provide a router which meets all technical specifications for LaNet access. The Subscriber shall contract with the manufacturer to provide the hardware and software necessary to maintain the equipment in accordance with LaNet specifications. If LaNet architectural specifications require that new equipment be acquired, subscribers agree to make the needed changes within one year of notification by LaNet.

**Security:** LaNet is primarily intended to be an open transport system and does not provide any security. It is the responsibility of the Subscriber to monitor and control traffic flowing to and from its locations.

**Rates:** Current rates for LaNet services are included in the OTM *Catalog of Services*. OTM will notify subscribers in advance of revisions to the fees.

**Payment:** Subscriber agrees that it is solely responsible for payment of all fees due OTM under this agreement in a timely manner.

**Subscriber Contact:** Subscribers shall provide the NOC with the names and phone numbers of designated contact persons for that site. Where possible, the contacts should be technically knowledgeable individuals familiar with the operation of the network at their site. The Subscriber may designate other contacts authorized to report and coordinate problems with the NOC. All subscriber calls to the NOC should be forwarded through the designated contact persons.

**Voting Representative:** Subscribers shall provide the name of a single individual authorized to represent the subscriber in any voting issues submitted to LaNet subscribers.

**Technical Specifications:** Technical specifications and standards for operation of LaNet, including addressing conventions for protocols run over the backbone are established by the LaNet Network Operations Center (NOC), in cooperation with the LaNet advisory board(s). All Subscribers are expected to comply with the technical specifications and guidelines issued by the NOC.

**Performance:** Although LaNet is designed to operate 24 hours a day, 365 days a year, OTM does not guarantee, certify, or warrant as to quality of service or that operation of the network will be without interruption or error.

**Limitation of Liability:** Each party agrees to hold the other party harmless for any loss, damage, liability, or claims. Notwithstanding any other provisions of this agreement, in no event shall either party be liable to the other, whether arising under contract, tort (including negligence), strict liability or otherwise, for loss of revenue, profits, or use of capital, downtime of facilities, damages for failure to meet other contractual commitments or deadlines, or for any special, incidental or consequential loss or damage of any nature arising at any time or from any causes whatsoever. This includes loss of data resulting from delays, not being delivered, delivered in error, or service interruptions caused by Subscriber negligence or errors or omissions. Subscriber agrees to indemnify and hold harmless, LaNet from any claims resulting from Subscriber's use of the service which damages Subscriber or another party.

**Site Location:** Subscriber will make available and maintain suitable space, operating environment, and appropriate safety procedures for the necessary equipment at the Subscriber's site to enable a connection to LaNet.

**Force Majeure:** Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of such party. Such acts shall include but not limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, communication line failures, power failures, hurricanes, or other disasters.

**Consent to Breach not Waiver:** No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

**Fiscal Funding:** The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**Termination:** OTM reserves the right to temporarily disconnect a site from the network if the site is determined to be compromising the integrity of the network. OTM reserves the right to refuse or terminate LaNet access to any customer who does not properly fulfill their responsibilities as a LaNet subscriber, who does not pay OTM invoices in a timely manner, or is otherwise ineligible for LaNet access. This agreement shall remain in force until terminated by OTM or the Subscriber with 30 days written notice, or as otherwise provided herein.

Revised 04/24/2001

# Office of Telecommunications Management

## Order Form for Frame Relay PVC for LaNet Access

### For OTM Use Only

Dept/Agency Name \_\_\_\_\_  
Section/Unit \_\_\_\_\_  
Address \_\_\_\_\_  
Physical Address \_\_\_\_\_  
OTM Accounting Unit # \_\_\_\_\_

OTM Order # \_\_\_\_\_  
Request Date \_\_\_\_\_  
Due Date \_\_\_\_\_  
Approved by \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone # \_\_\_\_\_

### LaNet Subscriber PVC End

Please check action requested:

New

Change/Add

Disconnect

Frame Relay Circuit ID \_\_\_\_\_

DLCI \_\_\_\_\_

Circuit Account Number \_\_\_\_\_

(Burst limited to LaNet PVC speed and Graceful Discard is off)

LaNet PVC speed: \_\_\_\_\_

Be = \_\_\_\_\_

Bc = \_\_\_\_\_

### LaNet PVC End -- OTM Use Only

Change/Add

LaNet Frame Relay Circuit ID (check one)

BTR -- 60.QIDA.500071 (DLCI=94)

NOR -- 60.QIDA.500028 (DLCI=91)

LAF -- 60.QIDA.500113 (DLCI=92)

SHV -- 60.BKXF.500000 (DLCI=93)

Bill to: 225 M14-6188

### AUTHORIZATION

I authorize OTM/LaNet to order a Frame Relay PVC that will be used to connect this agency to LaNet. I understand that the charges for this PVC will be billed to this agency.

\_\_\_\_\_  
Telecommunications Coordinator (print)

\_\_\_\_\_  
Telecommunications Coordinator (sign)

\_\_\_\_\_  
Date

## FRAME RELAY PVC FOR LANET ACCESS INSTRUCTIONS

This form should be completed by the agency's Telecommunications Coordinator.

Form may be faxed to LaNet at 225-219-4867 or mailed to LaNet NOC at 1801 N. 4<sup>th</sup> St., Baton Rouge, LA 70802.

OTM will work with the subscriber designated contacts to arrange the implementation.

Agency Billing Information	
<b>Department or Agency Name</b>	Complete name of the organization (e.g., Department of Social Services, Office of Community Services)
<b>Office/Section</b>	Office or Section name if your agency is a sub-section of another department
<b>Mailing Address</b>	Mailing address of the agency (for billing)
<b>Physical Address</b>	Physical street address where service will be located
<b>OTM Accounting Unit</b>	OTM Accounting Unit (Cost center) to be billed. If you don't have, or don't know, your Cost Center number, OTM will assign one.
Subscriber PVC Information	
<b>Action required</b>	Indicate if this order is to Add, Change, or Delete a Frame Relay PVC for LaNet Access
<b>Frame Relay Circuit ID</b>	Not Applicable for Add orders. If you are Changing or Deleting service, please indicate existing Frame Relay Access Circuit Identification number (BellSouth).
<b>Frame Relay Circuit DLCI</b>	Not Applicable for Add orders. If you are Changing or Deleting service, please indicate DLCI number that is assigned to this PVC (BellSouth).
<b>Frame Relay Circuit Account Number</b>	Not Applicable for Add orders. If you are Changing or Deleting service, please indicate existing Frame Relay Access Circuit Account number (BellSouth).
<b>LaNet PVC Speed</b>	Requested maximum speed of PVC for access to LaNet (corresponds with rates in OTM Catalog of Services). Traffic will be burst-limited to this rate over this PVC. (Should be equal to Be plus Bc (CIR)).
<b>Be</b>	Excess burst rate is maximum amount of data in excess of Bc that can be delivered over PVC under normal conditions. Data may be discarded under congested conditions. (LaNet PVC Speed minus CIR equals Be)
<b>Bc</b>	Committed burst rate. Maximum amount of data that can be delivered over PVC under normal conditions that is not marked Discard Eligible (higher probability of delivery than Be data). (Generally equal to purchased Committed Information Rate (CIR) for PVC.)
LaNet PVC Information	
<b>Action required</b>	Indicate if this order is to Add, Change, or Delete a Frame Relay PVC for LaNet access.
<b>LaNet Frame Relay Circuit ID</b>	LaNet has a Frame Relay Access Circuit in each BellSouth LATA. Indicate which LATA/circuit will be used for access.
<b>Telecommunications Coordinator name, signature, and date</b>	By signing this form, the agency is authorizing OTM/LaNet to order the PVC that will be used for LaNet access. The agency will be billed for this PVC separately from the charges for LaNet access.