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**AGENCY CONTACT MEMORANDUM #2017-1202**

**To:** Agency IT Leadership, Technical Contacts  
**From:** Jim Barnhart *JB*  
Deputy CIO  
**Date:** December 11, 2017  
**Subject:** **Video Conferencing Service Transition**

In October, agencies were notified that COT would be transitioning away from its existing enterprise video conferencing solution, since more cost-effective solutions are available in the marketplace. (See Agency Contact Memorandum #2017-1001.) BlueJeans video conferencing service has been adopted as the new enterprise standard and is now available.

This transition will require action by agencies. Participating agencies will need to subscribe to the service by completing a "Customer Information Form" (CIF) and returning it to Mr. Scott Schwartz at [ss5386@att.com](mailto:ss5386@att.com). This process must be completed prior to December 20, 2017 to ensure video conferencing availability. Due to license requirements, each video conference organizer must subscribe by completing a separate form, available [here](#).

Agencies will not be billed for AT&T/BlueJeans video conferencing until FY19. In the interim, COT will use the billing information provided to monitor agency usage for accounting purposes. COT will receive and pay the invoice until June 30, 2018. On July 1, 2018, customer agencies will begin to receive the invoices from AT&T/BlueJeans. Training on the use of BlueJeans will be provided to each participating agency.

Please contact your Business Relationship Manager for additional information.