Application to Amend a Grant

1.0 PSAP INFORMATION:

PSAP Name: **Joint Application Salt Lake City 911 (SLC911) and Salt Lake Valley Emergency Communications Center (VECC)**

Date of Application: **15 October 2015**

PSAP Contact Person:

PSAP Contact Person:	**SLC911, Scott Freitag**	**VECC, John Inch Morgan**
Email:	**Scott.Freitag@slcgov.com**	**jmorgan@vecc9-1-1.com**
Phone:	**801-779-4167**	**801-840-4001**
Fax:	**801-779-3038**	**801-840-4040**
Address:	**475 So. 300 E**	**5360 S Ridge Village Drive**
City:	**Salt Lake City, Utah**	**West Valley City, Utah**
ZIP:	**84114**	**84118**

The two primary PSAPs Salt Lake County 911 and Salt Lake Valley Emergency Communications Center are within a county of the First Class.

Purpose/Scope of Original Grant (please attach Grant packet): This grant assists in funding the contract amendment for the final phase of the Salt Lake Valley CAD Consortium consultant to participate in the solicitation/negotiation of Best and Final Offer from the two finalist CAD vendors, and implementation planning for eighteen public safety agencies.

2.0 Describe the Component(s) of this Amendment:

Component	Description	Cost
Consultant	Phase II CAD vendor assessment and CAD acquisition	$119.000
Software:		$
Maintenance:		$
Network:		$
Services:		$
Other:		$
	Total:	$119,000
	Less Applicable 20% Flat Rate Grant Match:	$-23,800
	Total Amount Of This Request:	**$95,200**

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3.0 Please include all applicable quotes or estimates germane to this request.

4.0 Original Grant Funding

Funds Applied For: $99,800.00 Funds Approved: $99,800 Funds Used: $99,800

4.0 Purpose of this Amendment (see attached Guidelines):

The Salt Lake Valley CAD coalition is seeking funding for the second segment of a consulting contract with Cit Com, the consulting group hired by the consortium to assist in the issuance of an RFP for a single CAD system to be used by the PSAPs and public safety agencies within the Salt Lake Valley.

The initial contract with Cit Com was to determine the feasibility of all agencies in the Salt Lake Valley of migrating to a common CAD and to determine the optimal operating system when used by eighteen or more different agencies. The contract included the assessment of each PSAP and agency needs for public safety emergency communications; the issuance of a comprehensive RFP; vendor response analysis, including ten days of CAD demonstrations where 60 to 80 dispatchers, police officers, firefighters, paramedics/EMTs, and technical services personnel evaluated each vendor's proposed solution.

The second segment in our process requires the assistance of the consultant to develop a "best and final offer" from the two finalist vendors, negotiating a contract and beginning the development of an implementation plan.

The "best and final offer" and contract negotiation is one of the most critical steps in our process of migrating to a common CAD system. This consultant has 21 years of experience and over that time has negotiated and collected a library of CAD vendor project costs as the basis for negotiating a final contact. Our research reveals that the cost of the consultant related to these final steps produces saving far in excess of the consulting fees.

The consortium is currently performing due diligence research of the two finalists CAD vendors. The due diligence process includes site visits to PSAPs using the respective CAD software systems, peer-to-peer discussions and demonstrations, and research on the optimal configuration for Salt Lake City 9-1-1, VECC and all public safety jurisdictions/agencies.

Best and final offer documents have been issued and are due mid-October 2015.

Contract award is anticipated prior to the end of October 2015.

Contract negotiation is targeted to be concluded by the end of November 2015.

Implementation is scheduled to occur over the next eighteen to twenty-four months.

This project fulfills the purposes of the CAD restricted fund as outlined in 63H-7a-303 as follows:

1. The requested grant funding is to extend the contract of Cit Com, a qualified, professional consulting firm to assist the two PSAPs in completing the acquisition of a single CAD system for the public safety agencies within the Salt Lake Valley.

2. Consistent with UCA 63H-7a-303, the two primary PSAPs in Salt Lake County, Salt Lake City 911 Communications Center *(City 911)* and the Salt Lake Valley Emergency Communications Center *(VECC)* have been working together to determine the practical and financial feasibility of procuring and installing a single Computer Aided Dispatch (CAD) system for the Public Safety Answering Points (PSAPs) in Salt Lake County and the Law Enforcement, Fire and Emergency Medical Service agencies for which the two PSAPs answer 911 calls and dispatch services. Phase one of the consulting contract has been complete and the consortium has determined that it is not only feasible but also necessary to ensure the highest level of interoperability and first responder safety to procure a valley-wide single/shared CAD system.
3. As required by UCA 63H-7a-303, City 911and VECC entered into an Interlocal Agreement (Exhibit A) which detailed the process required for the two PSAPs and public safety agency operating within Salt Lake County to explore the feasibility of procuring and implement a common CAD platform and other public safety software which would be interoperable with a single CAD platform that is or maybe selected, maintained, shared or hosted on a statewide or regional basis. The parties to that initial agreement have now agreed to pursue the acquisition of a common CAD are in the process of amending the Interlocal Agreement to include this acquisition.
4. The Interlocal Agreement is the culmination of several months of discussions and planning resulting in the conclusion that due to the complexities of the tasks involved in determining the needs of eighteen local government entities providing police, fire and emergency medical services to more than 1.08 million people; along with the potential investments of the PSAPs and public safety agencies required the continued engagement of a professional consultant with specific experience to negotiate final costs and implementation strategies.
5. The initial consultant's contract was negotiated with the option to extend the agreement should the parties determine that the acquisition of a single CAD system for the Salt Lake Valley was feasible and would enhance the ability of all agencies and PSAPs to better communicate and deploy the first responders from the member organizations. The coalition has determined that it is feasible and would be very beneficial to now purchase the single CAD system, congruent with the intent of the legislation.

7.0 Note that based on the information included in this Amendment application you may be required to provide additional justification.

Acknowledged.

Application to Amend a Grant

Terms and Conditions

By signing the application below, the PSAP agrees to the following terms and conditions:

1. The PSAP agrees to comply with all:
    a. requirements in Title 63H, Chapter 7a, Part 3; and Title 69, Chapter 2 of the Utah Code;
    b. applicable rules and policies regarding the expenditure of grant funds; and
    c. State of Utah purchasing and procurement requirements.
2. The PSAP assumes all responsibility for implementation of the above-described project, including the procurement of goods and services.
3. Upon request, the PSAP agrees to report to the Utah Communications Authority regarding the status of the project.
4. If the PSAP has not submitted an invoice for reimbursement of project costs, along with supporting documentation, to the Utah Communications Authority within one year from the date the grant was awarded, the grant may be terminated and all funds will be de-obligated.
5. The PSAP agrees that the grant shall only be used for the purposes specified herein. Any equipment acquired with money from the grant and not used for the purpose identified herein shall within 30 days of its non-compliant use revert back to the Utah Communications Authority with no encumbrance thereupon by the PSAP, save the local share actually contributed by the PSAP.
6. Where the PSAP and its partnering agencies maintain digital mapping (GIS) data resources depicting streets and their address ranges, address point, and common place points, this GIS data will be stored and maintained in a manner that is compatible with statewide standards stewarded by AGRC. The PSAP agrees to work with AGRC to ensure that these GIS data resources are kept current for regional and statewide applications including: address locators, route/milepost locators, place/name locators and base map services. The PSAP shall refer any questions or issues regarding the use of GIS, GPS, and other mapping technologies to the AGRC.
7. Breaches of any of the terms or conditions of the Grant Application and Agreement may result in de-obligation of funds and/or imposition liquidated damages against the PSAP.
8. The PSAP agrees to participate in the statewide 911 data management system (ECaTS) sponsored by the Utah Communications Authority.
9. The PSAP acknowledges that the Utah Communications Authority cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the 911 fund is reduced or not provided, the Utah Communications Authority may terminate this contract or proportionately reduce the amount obligated under the grant upon 30 days written notice. If funds are not appropriated or are reduced, the Utah Communications Authority will reimburse the PSAP for products delivered or services performed through the date of cancellation or reduction, and

the Utah Communications Authority will not be liable for any future commitments, penalties, or liquidated damages.

10. In situations where a project is completed and there are unspent grant funds left over, those funds shall be automatically de-obligated within one year of the approval of the original grant.
11. In cases of extenuating circumstances, a PSAP may request, in writing, an extension to the de-obligation rule.
12. Where applicable, PSAPs shall provide evidence from the Bureau of Emergency Medical Services (BEMS) that they are a Designated Emergency Medical Dispatch Center.

Authorized PSAP Signature_____ Date:

RECOMMENDATION FOR APPROVAL

Program Manager, 911 Division:

_____ Date_____
Eric N. Parry, ENP

911 Advisory Committee Chair Signature:

_____ Date_____
Justin Grenier

APPROVAL

By the signature below, the Utah Communications Authority hereby agrees to provide the funds described herein to the PSAP from the Unified Statewide 911 Emergency Service Account established in Section 63H-7a-304.

Utah Communications Authority Signature:

_____ Date_____

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Grant Amendment Guidelines

Section	Comments
1.0 PSAP Information:	Include your original grant application. Describe the purpose and scope of the original grant.
2.0 Original Grant Funding:	List the original amount requested, the funds that were approved, and how much of the original grant funds have been used by the project.
3.0 Purpose:	Describe the purpose of the grant application. Include factors such as the scope and purpose of the amendment, why it is necessary and how this amendment will benefit your PSAP. In addition, be sure to indicate if this Amendment increases your interoperability with another PSAP.
4.0 Components:	List all the components to be included in this Amendment, and include actual or estimated costs.
5.0 Total Amount:	Show the total amount of funds requested. Be sure to subtract any foreseeable surplus funds from your original grant application.
6.0 Quotes/Estimates:	Attach all quotes or estimates from the various providers to the Amendment application. Where applicable, include competitive estimates from more than one provider.
7.0 Additional Justification:	There may be a requirement to request additional justification for this Amendment application.

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Professional Services Agreement Amendment #1
Consulting Services for Public Safety Software Systems

THIS Amendment #1 has been prepared pursuant to Article 19 (Amendment) of the December 18, 2015, Professional Services Agreement ("Agreement") executed by and between City 911, VECC, and Cit Com, collectively referred to as the "Parties".

WHEREAS, in January, 2015, the Parties agreed that developing an integrated solution request for proposals (RFP) was the most appropriate use of the available consulting hours and Cit Com developed the draft RFP, facilitated business and technical focus groups, finalized and issued the RFP to the vendor community, attended the vendor pre-proposal conference, collected and answered submitted questions, and conducted the initial analysis on the six submitted proposals.

WHEREAS, the Parties fulfilled their respective obligations associated with the initial scope and cost on May 11, 2015, and identified additional Deliverables which are defined in Exhibit A of this Amendment.

WHEREAS, unless identified herein, all terms and conditions of the Agreement remain in effect.

NOW THEREFORE, it is mutually agreed between the parties:

ARTICLE 2 – SCOPE OF WORK

The Contractor shall perform the work as defined in Exhibit A, attached hereto and incorporated herein by reference.

ARTICLE 3 – COMPENSATION

A. **Compensation Schedule**. Deliverable prices are defined in Exhibit A (less retention, as identified in Article 3, Paragraph C).

B. **Payment**. The total compensation under this Amendment shall not exceed $119,081.00.

ARTICLE 5 – TERMINATION

This Agreement shall terminate on December 18, 2016, unless terminated pursuant to Article 5, or amended pursuant to Article 19.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

By: _____ Date: _____

Scott Freitag,
Director Salt Lake City 911 Communications

Application to Amend a Grant

By: _____ Date: _____

John Inch Morgan,
Executive Director VECC

By: _____ Date: September 15, 2015

William Romesburg
Managing Partner, Cit Com

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CONTRACT EXHIBIT A – SCOPE OF WORK

Project Phasing

The project is comprised of the following six-phases:

COMPLETE

PHASE I: PROJECT KICKOFF AND INITIAL PROJECT PLAN DEVELOPMENT

PHASE II: INFORMATION COLLECTION (ANALYSIS OF ALTERNATIVES)

PHASE III: RFP REVIEW

PHASE IV: TECHNOLOGY ACQUISITION

PHASE V: CONTRACT DEVELOPMENT

PHASE VI: IMPLEMENTATION

While performing the work associated with Phase I, the Parties agreed that developing an integrated solution RFP was the most appropriate use of the available consulting hours. Subsequently, Cit Com developed the draft RFP, facilitated business and technical focus groups, finalized and issued the RFP to the vendor community, attended the vendor pre-proposal conference, collected and answered submitted questions, and conducted the initial analysis on the six submitted proposals. In doing so, Cit Com completed the first three phases of work, as well as a significant portion of Phase IV.

PHASE IV: TECHNOLOGY ACQUISITION

Task IV-1: Inquiries/Discussions with Three Semi-Finalist Vendors

Following the Initial Proposal Analysis, Cit Com prepared formal and informal questions on behalf of the project participants, seeking clarification and proposal adjustments from the six competing vendors. A revised Proposal Analysis would be prepared in draft and final form identifying the four semi-finalist vendors (Intergraph, Spillman, TriTech, and Versaterm) who would be subject to further evaluation.

Specific deliverables of this task would include:

- Revised Semi-Finalist Vendor Proposal Analysis
- Vendor Inquiries

Task IV-2: Vendor Demonstrations

Each of the four vendor demonstrations require advance preparation with the vendor (agenda, logistics, survey instruments), and onsite participation (for the Spillman and Versaterm demonstrations).

Specific deliverables of this task would include:

- Vendor Demonstration Materials
- Selection Committee Survey Instrument
- End-User/Ad Hoc Participant Survey Instrument

Task IV-2.1: Post-Demonstration Scoring

Cit Com would collect and tabulate the demonstration scoring from Selection Committee members and ad hoc participants for the four semi-finalist vendors. Cit Com would prepare draft and final revised finalist scoring and review it with Selection Committee (for review/approval on June 24). The finalist scoring would identify the two finalist vendors.

Specific deliverables of this task would include:

- Revised/Post-Demonstration Semi-Finalist Vendor Analysis

Task IV-3: Finalist Reference Checks

Cit Com would perform five telephonic reference checks on each of the finalist vendors using a standardized interview format and criteria.

Specific deliverables of this task would include:

- Vendor Reference Check Findings/Details

Task IV-4: Operational Site Visits

The Selection Committee would conduct operational site visits at three comparable vendor installations, and conduct 'reverse site visits' (wherein current vendor clients would be invited to travel to Salt Lake City to convey their observations first-hand to the Selection Committee and ad hoc participants). Cit Com coordinated the three actual visits, as well as the single reverse site visit (surveys and post-site visit analysis would be included).

Specific deliverables of this task would include:

- Site Visit Agenda/Coordination
- Reverse Site Visit Travel/Participant Preparation
- Site Visit Survey and Analysis of Submitted Surveys

Task IV-4.1: Intergraph Demonstration and Technical Review

Cit Com coordinated a follow-up Intergraph demonstration (to be held on September 15, 2015), with technical review interviews scheduled in the subsequent weeks.

Specific deliverables of this task would include:

- Demonstration Agenda/Logistics

Task IV-5: Solicit and Analyze Finalist Best and Final Offers (BAFO's)

Cit Com would work with SLC911/VECC and the chosen finalist vendors to aid in the development and pre-negotiation of a "best and final" (BAFO) in order to obtain the most favorable provisions and stipulations for the participating agencies. Key BAFO elements will include final pricing and interface configuration.

Specific deliverables of this task would include:

- BAFO Request (for both vendors)
- Onsite Interviews with Finalists
- BAFO Analysis (Pricing Options: Total Solution Replacement and RMS Interfacing)

Task IV-5.1: Finalist Recommendation Report

Based upon the proposal, demonstrations, references, and additional information obtained from the competing vendors, Cit Com would conduct a final vendor analysis, identifying the company whose system(s) and equipment best meet the overall requirements in a Finalist Recommendation Report. The report would be submitted in writing and orally to the Selection Committee, allowing an opportunity to discuss and forge the content of the report.

Specific deliverables of this task would include:

- Review Findings with Selection Committee
- Draft and Final Finalist Recommendation Report

PHASE V: CONTRACT DEVELOPMENT (FUTURE)

Task V-1: Contract Support

The umbrella agreement includes several exhibits which govern the actual project activities. The most important exhibit is the Statement of Work. Cit Com would prepare the initial Statement of Work (SOW) which would serve as the blueprint for the implementation. The SOW defines each task involved in the entire project, which usually includes the following for each application (or technology):

- Project Kickoff
- Requirements Validation
- Hardware Review
- Project Schedule Delivery
- Hardware Installation
- Base Software Installation
- Software Tailoring
- Interface Development and Testing
- Geofile Building
- Documentation Delivery
- Training
- Interface Testing
- Production Cutover
- Functional Testing
- Reliability Testing
- Performance Testing
- Product Certification
- Refresher Training

In addition to the Statement of Work, Cit Com would also assist in developing the following exhibits:

- Comprehensive Training Plan

- Detailed Project Deliverables
- Payment Schedule
- Project Timeline
- Geofile Construction Document
- Interface Control Document
- Software License Agreement
- Agreement for Extended Services
- Warranty Coverage
- Relevant Subcontracts
- Acceptance Test Plans

We would like to further refine our role with VECC in terms of developing the agreement. Mr. Morgan has considerable experience in drafting and negotiating vendor agreements (reducing the need for external assistance). Once the finalist vendor has been identified, we would meet with Mr. Morgan to document a specific strategy and timeline to cooperatively form the agreement.

PHASE VI: IMPLEMENTATION ASSISTANCE (FUTURE)

Task VI-1: Project Management and Quality Assurance

Cit Com is capable of providing a wide range of assistance during implementation, from onsite project management to monthly quality assurance (QA) reporting. Our role is directly related to the chosen solution, which has yet to be identified. Once a final solution appears to be likely, we would request a meeting with the key stakeholders to propose various assistance options, and enable the Selection Committee to define their requirements.

Task	Description of Work	Compensation
IV-1	Inquiries/Discussions with Three Semi-Finalist Vendors	$9,956
IV-2	Three Vendor Demonstrations	$10,800
IV-2.1	Post-Demonstration Scoring	$1,856
IV-3	Reference Checks (five per vendor)	$4,500
IV-4	Operational Site Visits (two vendors)	$1,969
IV-4.1	CAD Demonstration and Technical Review	$4,500
IV-5	Solicit and Analyze Semifinalist BAFOs	$18,000
IV-5.1	Finalist Recommendation Report	$18,000
V-1	Contract Development (220 Hour Estimate)	$49,500
VI-1	Implementation Assistance (No Estimate Defined)	future
	Total	$119,081

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AGREEMENT NO. 2014- 05
SLC CONTACT #02-3-15-7452

INTERLOCAL COOPERATION AGREEMENT

by and among

SALT LAKE VALLEY EMERGENCY COMMUNICATIONS CENTER
And
SALT LAKE CITY CORPORATION

RECORDED
AUG 1 2 2014
CITY RECORDER

Relating to the joint retention of a consultant to provide services and information necessary to advise the parties about the feasibility of having a single computer aided dispatch (CAD) software platform for the Salt Lake County dispatching entities

INTERLOCAL COOPERATION AGREEMENT

THIS IS AN INTERLOCAL COOPERATION AGREEMENT ("Agreement") made and entered into by and among Salt Lake City Corporation (the "City") and the Salt Lake Valley Emergency Communications Center ("VECC"). The parties to this Agreement are individually referred to as "Party" and collectively referred to as "Parties".

RECITALS

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, 1953, as amended, public agencies, including political subdivisions of the State of Utah as therein defined, are authorized to enter into written agreements with one another for joint or cooperative action; and

WHEREAS, the Parties to this Agreement are public agencies as defined in the Interlocal Cooperation Act; and

WHEREAS, the Utah Local Cooperation Act (Utah Code Ann. §11-13-101, et seq.) (the "Act"), provides that two Utah public entities are authorized to enter into agreements with each

other, upon a resolution to do so by their respective governing bodies, to do what each agency is authorized by law to perform; and

WHEREAS, each Party provides essential public safety communications services within the Salt Lake County geographical area through their respectively designated primary Public Safety Answering Point ("PSAP"), and both centers utilize Computer Aided Dispatch software in the 9-1-1 call taking and dispatching of Emergency Medical, Fire and Law Enforcement personnel throughout Salt Lake County; and

WHEREAS, House Bill 155, *Utah Communication Agency Network And Utah 911 Committee Amendments*, was passed during the 2014 session of the Utah Legislature, which establishes, in part, the Computer Aided Dispatch Restricted Account (63h-7-310) intended to assist local and state agencies in the acquisition and maintenance of a computer dispatch system; and

WHEREAS, HB155 at 63H-7-310 provides that:

> (2) The money in this restricted account shall be used exclusively for the following statewide public purposes:
> (a) enhancing public safety as provided in this chapter; and
> (b) creating and maintaining a shared computer aided dispatch system including:
> (i) a single computer aided dispatch platform that will be selected, maintained, shared or hosted on a statewide or regional basis;
> (ii) a single computer aided dispatch platform selected by a county of the first class; when:
> (A) authorized through an interlocal agreement between the county's two primary public safety answering points; and
> (B) the county's computer aided dispatch platform is capable of interfacing with the platform described in Subsection (2)(b)(i); and
> (iii) a statewide computer aided dispatch system data sharing platform to provide interoperability of systems.