

DATE: April 9, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO EXEMPT FROM THE WESTCHESTER COUNTY PROCUREMENT POLICY AND PROCEDURES THE PROCUREMENT OF RADIO FREQUENCY ENGINEERING AND LICENSING SERVICES FROM THE SPECTRUM FIRM, INC.

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BACKGROUND:

- The Department of Information Technology continues its effort to build and maintain effective radio communication systems for use by the Department of Emergency Services in dispatching Fire and EMS agencies countywide, the Department of Transportation in the operation of its bus fleet, and the Department of Public Safety for dispatching police officers. In support of this effort, we have utilized consultant services to perform radio frequency searches and radio frequency engineering and licensing work.
- Contract IT-942 with The Spectrum Firm, Inc. ("TSF") for radio frequency licensing services, authorized in a resolution approved by your Honorable Board on March 26, 2009, will expire on April 30, 2010.
- Continued services from TSF are necessary in order to permit the County to acquire and maintain radio licenses from the Federal Communications Commission (FCC) for the many systems that the County owns and operates. TSF will supply monthly progress reports via email by project with details and timelines, and shall include updates regarding the following when appropriate:
  - Receipt of license application information from the County
  - Review and suggestion of changes to County radio applications when deemed necessary
  - Submission of applications to the frequency coordinators for spectrum coordination
  - Follow up with the frequency coordinators during the application process
  - Monitoring the status of pending frequency coordination requests and applications to the FCC through processing and eventual grant
  - Follow up with the FCC during the application process
  - Phone conferences between the County and TSF to discuss the progress of each project
- We have been satisfied with the consulting services provided by TSF in the past and we would like to amend contract IT-942 with TSF for the aforementioned services. TSF is thoroughly familiar with the County's radio project and for continuity of workflow, it is our recommendation that it would be cost effective and expedient, and certainly in the best interest of the County to amend our contract with TSF for radio engineering and licensing services.

- Therefore, pursuant to Section 3 (a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interest of the County. Based on the reasons described above, it is proposed that the best interest of the County would be served by exempting the procurement of radio frequency engineering and licensing services from TSF from the County Procurement Policy.
- Services provided by TSF will have a public purpose because they will affect the coverage, capacity, and capability of radio communication systems which are used by Police, Fire, EMS, and Transportation officials to assure the safety and general welfare of County residents during routine and emergency situations.
- The goals and objectives of the services requested in the attached resolution are to maintain and improve radio communication services. TSF will assist the County of Westchester in acquiring and maintaining radio licenses from the FCC for the many systems that the County owns, operates and is in the process of building. This will help to improve the communications ability of the County, in particular for the Departments of Public Safety, Emergency Services, and Transportation.

**ACTION REQUESTED:**

- Authorization to exempt from the Westchester County Procurement Policy and Procedures, the procurement of radio frequency engineering and licensing services from The Spectrum Firm, Inc.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 4/22/2010 - JOMARY VETPA, CLERK

## RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED: that pursuant to Section 3 (a) xxi, of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is not in the best interest of the County in connection with the procurement of radio frequency engineering and licensing services from The Spectrum Firm, Inc.; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-22-2010 - JOMEROY VEIRA, SECRETARY