

*Charles C. Kokoros, Mayor*

REQUEST FOR QUALIFICATIONS (RFQ)  
DESIGN SERVICES  
CONSTRUCTION & RENOVATION OF A  
REGIONAL PUBLIC SAFETY ANSWERING POINT

Release Date: March 15, 2023

**DUE: April 7, 2023 at 12:00 PM (Noon)**

**Note:**

Interested Parties are encouraged to attend a **Site Visit on March 29, 2023 at 10am**  
Braintree Town Hall, One JFK Memorial Drive, Fletcher Conference Room,  
Braintree, MA 02184.

**Contact:**

Lorraine See, Contract Administrator  
Town of Braintree  
One JFK Memorial Drive  
Braintree, MA 02184  
[lsee@braintreema.gov](mailto:lsee@braintreema.gov)

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## **I. Legal Advertisement**

**TOWN OF BRAINTREE  
DESIGN SERVICES  
REGIONAL PUBLIC SAFETY ANSWERING POINT  
REQUEST FOR QUALIFICATIONS (RFQ)**

The Town of Braintree is seeking qualifications proposals (qualifications) from firms or persons for Designer Services for the construction and renovation of a regional public safety answering point at 2 JFK Memorial Drive. Initial scope of work includes a review of existing studies, budget development, design development, value engineering, pre-qualification of bidders, bid and award, construction management, and final closeout of the Project. Prior studies are included as part of the RFQ document. Must have current Mass. license and registration as an architect or professional engineer, with a minimum of 5 years supervisory experience in the design/construction of public buildings. Fee is to be negotiated with selected proposer. There will be an information session for proposers on **March 29, 2023 at 10am** at the Braintree Town Hall. The RFQ is available immediately at <https://braintreema.gov/Bids.aspx>. RFQ responses are due on **April 7, 2023 at 12pm** in the Office of the Braintree Contract Administrator, 1 JFK Memorial Drive, Braintree, MA 02184. The Town of Braintree reserve the right to waive any informalities or irregularities in the qualifications received, or to reject any and all qualifications, wholly or in part, and to accept qualifications, or to cancel this RFQ if deemed to be in the best interest of the Town. Notice also available at [www.masspublicnotices.org](http://www.masspublicnotices.org).

## **II. Introduction**

The Town of Braintree (“Owner”) is seeking the services of a qualified “Designer” as defined in Massachusetts General Laws Chapter 7C, §§ 44-58 and as further defined by the provisions of this RFQ, to provide Design Services for the construction and renovation of a regional public safety answering point at 2 JFK Memorial Drive, Braintree, MA 02184.

The Owner is requesting the services of Designer for a review of existing studies, design development, value engineering, pre-qualification of bidders, bid and award, construction management, and final closeout of the Project.

The Towns of Braintree and Randolph participated in a Feasibility Study to establish a Public Safety Answering Point (PSAP) for both communities. The Study found that Braintree and Randolph are well-suited to establish a PSAP, as they are neighboring communities and similar in population, culture, and call volume. The study found that both communities would benefit both financially and operationally from the establishment of the PSAP.

## **III. Background**

The Towns of Braintree and Randolph were awarded a grant in the amount of \$4,097,559 by the State 911 Department for the FY2023 Development Grant for the creation of a PSAP in the Town of Braintree that would provide dispatch services for the Braintree Police and Fire Departments and the Randolph Police Department.

The Town of Braintree is a Boston suburb with a population of 35,744. However, the Department’s protection extends to many people who come from outside the Town’s borders. Braintree is a vibrant business center, with over 630 commercial entities, some of which are major regional employers. This includes the South Shore Plaza which is the second largest shopping mall in Massachusetts. Braintree is also a major transportation hub. The Town is located at the intersection of two major routes leading to Boston, resulting in hundreds of thousands of vehicle trips through its borders each day. The Braintree Fire Department protects infrastructure with critical local and regional importance, including five rail lines, a municipal power plant, the Citgo Petroleum Terminal, the Fore River Exelon natural gas power generation plant, more than four miles of 24-inch high-power natural gas pipeline, the largest hazardous waste storage and treatment facility in New England (Clean Harbors), a regional solid waste transfer station (Covanta), a rehabilitation hospital, the Great Pond Dam, and sixteen public or private schools.

## **IV. Project Description**

In accordance with MGL Chapter 7C, Sections 44-58, and MGL Chapter 149, Section 44A ½, it is the intention of the Town of Braintree (“Town”), to retain Design Services to provide professional OPM services as needed for the completion of the proposed renovation of an existing building into a Public Safety Answering Point (the “PSAP” or the “Project”).

Braintree and Randolph metrics that impact on the demand for emergency call-taking and dispatching services are provided in the following table.

Metrics	Braintree	Randolph	Total
Population 2020	35,744	32,112	67,856
911 Calls	13,899	12,383	26,282

Renovations of building will include handicap accessible accommodations to be integrated into the building including the installation of an elevator from the first floor to the second floor, installation of a heating and air conditioning system, new men and women bathroom and locker space, a training room, a mechanical/technology room, and administrative office space. Recent upgrades to the facility have included the installation of a new roof, exterior veneer repointing and window glazing.

The facility must be extremely resilient to adverse conditions, such as attack, storms, fire, flood and other disrupting conditions. The total construction cost for the Project is estimated to be approximately \$5,000,000.

“Extra or Additional Services” fees will not be allowed unless negotiated and approved in writing by the parties. Prepayment for services will not be permitted, and no payments for services shall be made until such time(s) that goods and services are delivered to the District by the OPM.

## V. Scope of Services

The Designer shall work with the Town and its Owner's Project Manager to provide services with respect to design development, value engineering, scope of work, cost estimating, general contractor and subcontractor pre-qualification/guidance (pursuant to section 44D½ or 44D¾) when applicable, construction administration and contract close out services.

In addition to the above, the Designer will be responsible for, but not limited, to providing the following services:

- a) Gather information, both written and within the building, required to become familiar with the project and the various parties that must be communicated with during the design process.
- b) Meet with Town, architect/designer, and other interested stakeholders as necessary.
- c) Maintain all meeting minutes
- d) Be available to support the process and budget request at meetings of the Town Council and other Boards or Committees.

The Designer is to become fully engaged in the project immediately upon award of this contract.

### **Existing Conditions:**

The Facility- Property located at 2 JFK Memorial Drive in Braintree, MA:

Assess the current Facility condition, infrastructure, code compliance issues and provide a

prioritization list for facility improvement needs. Provide a budget estimate for each improvement. Include the building and non-building features of the property (parking lot, etc.). Braintree-Randolph PSAP Committee,

**Code Evaluation:**

Perform a code evaluation listing detail of required improvements and associated costs for improvement.

**Hazardous Materials Evaluation:**

To aid in appropriate budgeting, coordination and facilitation/sourcing of studies, surveys, soil tests with testing contractors for locations/materials that will be disturbed during construction that are reasonably estimated to potentially contain hazardous material. The Braintree-Randolph PSAP Committee will pay direct expense of testing.

**Programming:**

- Meet with Braintree-Randolph PSAP Committee, to review and develop a Facility programming plan. The programming will take into account:
- Full capacity membership goals of Braintree-Randolph PSAP Committee so the facility improvements implemented do accommodate the future growth at the facility to minimize the redundancy of repeated building modifications to accommodate membership expansion.
- Review the current programming. The new programming for the new Facility will take into account maximum municipal Braintree-Randolph PSAP Committee membership goals.
- More specifically the programming will take into account for maximum municipal Braintree-Randolph PSAP Committee membership:
  - Dispatch, Administration, Employee Common space, Training facilities, Secure public entry
  - Infrastructure support (mechanical room, electrical room, communications tower, dispatch center, etc.)
  - Bathrooms and kitchenette
  - Facility development plan to accommodate all required technology
  - Facility development plan to accommodate all required communications needs required for Braintree-Randolph operations
  - Facility electrical build out Generator

**Schematic Design:**

Prepare a diagrammatic plan illustrating the Braintree-Randolph PSAP workspaces. Attend meetings with the Braintree-Randolph PSAP Committee to implement a plan of design and estimated costs.

**Cost Estimating, Braintree-Randolph PSAP Construction Budget Estimate:**

Provide a cost estimate for immediate construction improvement requirements for the Facility which will include:

-Immediate code compliance improvements,

- Construction requirements for conversion of the Facility for effective Braintree-

- Randolph PSAP startup operation,
- Equipment, furniture, fixture & equipment (FF&E), and Commissioning.
- Budget for moving/relocation expenses, where applicable
- Provide a generalized breakdown showing how the total was estimated. The construction budget estimate will be the basis for construction planning and financing.

#### Deferred Maintenance Schedule and Deferred Maintenance Budget Estimates:

Future general maintenance and facility planned improvements that will not be required to be addressed with the immediate construction renovations to convert the property into an operational Braintree-Randolph PSAP facility should be addressed in the deferred maintenance schedule.

For the deferred maintenance schedule, provide a general description of each deferred maintenance item, supply an estimated cost for each maintenance item, and a schedule which will disburse deferred maintenance projects within a ten-year prioritization schedule based on need and remaining life expectancy. The deferred maintenance schedule project estimates will be separate from the overall cost estimating for the construction project. The deferred maintenance schedule will only require generalized estimating, and not the same level of cost estimating required for budget planning of the Braintree-Randolph PSAP construction project.

Provide a Timeline Schedule for Construction: The timeline should include:

- Programing
- Schematic Design
- Design development and Construction Documents
- Bidding- Sub-bid, General bid
- Construction phase timeline

#### **Phase I - General Contractor Requirements:**

- A preliminary meeting with the Braintree-Randolph PSAP related to the development and content of the feasibility study (may be a Zoom meeting).
- Preliminary meeting with operations committee (consisting of police and fire chiefs, etc.) for feasibility development (may be a zoom meeting).
- Onsite review and inspection of the 2 JFK Memorial Drive in Braintree, MA property required to effectively assess current conditions and required improvements.
- Inspection of current technology used, technology infrastructure, equipment used, equipment connectivity to building infrastructure required, building infrastructure, communications systems analysis. Electrical and mechanical engineering that needs to be modeled into the new facility and implemented upon Phase II award.
- A preliminary draft report which will be updated by the Contractor if Braintree-Randolph PSAP requests.
- Supply eight (8) printed copies of the final report.
- Once the feasibility study is complete, facilitate a meeting with Braintree-Randolph PSAP stakeholders to review the report details and respond to questions.
- Supply an electronic copy of the feasibility report which Braintree-Randolph PSAP can

use for unlimited duplication and publication as needed.

## **Phase II – Design Service**

- Pending the feasibility study recommendation, authorization and appropriation of funds, Braintree-Randolph PSAP reserves the right to negotiate with the same designer for final design services for the selected site if it is determined by Braintree-Randolph PSAP to be in its best interest. The final design services, herein referred to as Phase II services will include:
  - Design development, Master plans Specifications,
  - Construction bid documents,
  - Bidding phase assistance- Bid document preparation. Quality control,
  - Construction phase design services, Project closeout services.

Minority-owned business enterprise and women-owned business enterprise participation goals will be required for final design services and construction services involving projects that are funded by the Commonwealth, in whole or in part. The Awarding Authority shall take steps to assure that it complies with all State Office of Minority and Women Business Assistance requirements. The current goals for Design are MBE 6.6% and WBE 15%. The project team for Phase II shall take into account these requirements.

## **VI. Minimum Requirements and Evaluation Criteria**

### Minimum Requirements:

Each proposal MUST meet all of the following Minimum Requirements in order to be considered for further proposal evaluation. Proposals that do not meet the following experience and quality requirements will be rejected from further RFQ evaluation and consideration for contract award.

The Principal in Charge (MA Registration Required) must be able to provide evidence that they have experience with delivering completed design services for emergency communications or public safety facilities.

- The Proposer designer must provide evidence that they have experience with delivering a completed feasibility with program, for emergency communications or public safety facilities.
- The Proposer must at minimum supply a complete list of ALL similar projects completed for public entities in the last 24 months, with contact names, telephone numbers and general description of project. The Braintree-Randolph PSAP Committee reserves the right to select project contacts of former clients to perform reference checks.
- The Proposer must be able to demonstrate that the applicant designer is financially stable. Provide supporting documentation.
- The Proposer must supply completed Proposal Submission Forms. A completed Certificate of Non-Collusion is a mandatory form.
- The Designer Selection Board application form for Municipalities and public Agencies

not within DSB Jurisdiction form shall be completed so it is compliant with the legal requirements of Massachusetts General Law, chapter 7C including:

- Note: The Designer Selection Board application requires that the applicant be a Massachusetts registered architect or engineer: “Eligibility requirements are set forth in this Public Notice in item 8(a), Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Massachusetts registered architects, landscape architects or engineers; the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project”. The designer should not be a sub-consultant, or a technology firm, it should be the applicant for the design work.

Proposals that meet all minimum requirements shall be evaluated based on the responsiveness to the criteria, terms and conditions contained in this RFP and its attachments. Failure to follow instructions, to meet criteria, or agree to the terms and conditions contained in this RFP may be cause for rejection of the proposal as non-responsive. All proposals shall be signed in ink by the proposer. If the proposer is a corporation, the authority of the individual signing shall be endorsed upon, or attached to, the proposal and certified by the clerk of the corporation. All proposals shall be binding upon the proposer for a minimum period of ninety (90) calendar days following the opening of the proposals. All proposals and related materials submitted in response to the RFQ shall become the property of Braintree-Randolph PSAP Committee.

### Evaluation Criteria

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of Public Safety Buildings in Massachusetts. The Owner will evaluate Responses based on criteria that shall include, but not be limited to, the following:

#### **1.0 GENERAL EXPERIENCE**

##### **Relevant experience of the designer and proposed consultants in relation to the project scope of work, Phase I and II:**

***Highly Advantageous:*** The designer and proposed consultant’s relevant experience is considered to be above average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

***Advantageous:*** The designer and proposed consultant’s relevant experience is considered to be average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

***Not Advantageous:*** The designer and proposed consultant’s relevant experience is considered to be below average to perform the scope of work required for the project,

based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

**Unacceptable:** The designer and proposed consultant's relevant experience is considered to be poor to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. Ranking will be based on the opinion of the Review Committee.

## **2.0 EMERGENCY COMMUNICATIONS OR PUBLIC SAFETY FACILITY FEASIBILITY STUDY EXPERIENCE**

**Relevant experience of the designer and proposed consultants with completed emergency communications or public safety facility feasibility studies:**

**Highly Advantageous:** The designer and proposed consultants have completed emergency communications or public safety facility feasibility studies for four (4) or more organizations.

**Advantageous:** The designer and proposed consultants have completed emergency communications or public safety facility feasibility studies for three (3) organizations.

**Not Advantageous:** The designer and proposed consultants have completed emergency communications or public safety facility feasibility studies for two (2) organizations.

**Unacceptable:** The designer and proposed consultants have completed emergency communications or public safety facility feasibility studies for one (1) organization.

## **3.0 EXPERIENCE OF THE DESIGN TEAM WITH PHASE II DESIGN SERVICES ON AN EMERGENCY COMMUNICATIONS OR PUBLIC SAFETY FACILITY, \$1,000,000+ ECC: Relevant experience of the designer and design team in providing Phase II, final design services for the construction involving an emergency communications or public safety facility with an Estimated Cost of Construction (ECC) of \$1,000,000 or greater:**

**Highly Advantageous:** The designer and design team have provided design services for four (4) or more completed emergency communications or public safety facilities with an ECC of \$1,000,000 or greater.

**Advantageous:** The designer and design team have provided design services for three (3) completed emergency communications or public safety facilities with an ECC of \$1,000,000 or greater

**Not Advantageous:** The designer and design team have provided design services for two (2) completed emergency communications or public safety facilities with an ECC of \$1,000,000 or greater

**Unacceptable:** The designer and design team have provided design services for one (1) or no completed emergency communications or public safety facilities with an ECC of \$1,000,000 or greater

## **4.0 STAFF EXPERIENCE AND QUALIFICATIONS**

**Relevant capability and experience of proposed project staff in relation to the Scope of Services required:**

**Highly Advantageous:** The proposer's professional staff experience and staff qualifications are considered to be above average based on the opinion of the review

committee.

***Advantageous:*** The proposer's professional staff experience and staff qualifications are considered to be average based on the opinion of the review committee.

***Not Advantageous:*** The proposer's professional staff experience and staff qualifications are considered to be below average based on the opinion of the review committee.

***Unacceptable:*** The proposer's professional staff does not have the experience and qualifications based on the opinion of the review committee.

Proposals will be rated on these criteria as follows:

- **Highly Advantageous** - 3 points.
- **Advantageous** - 2 points.
- **Not Advantageous** - 1 point
- **Unacceptable** - 0 points

In order to establish a short list of Respondents to be interviewed, the Owner will base its initial ranking of Respondents on the above Evaluation Criteria. The Owner will establish its final ranking of the short-listed Respondents after conducting interviews and reference checks.

The Owner reserves the right to consider any other relevant criteria that it may deem appropriate, within its sole discretion. The Owner may or may not, within its sole discretion, seek additional information from Respondents.

This Request for Qualifications, any addenda issued by the Owner, and the selected Respondent's response, will become part of the executed contract. The key personnel that the Respondent identifies in its response must be contractually committed for the Project. No substitution or replacement of key personnel or change in the Sub-consultants identified in the response shall take place without the prior written approval of the Owner.

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment C and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The proposed fees should include all direct and indirect expenses as well as the costs of all sub-consultants and reimbursable expenses. Hourly rates for all proposed professional personnel assigned to the project should be indicated on the fee proposal. The selected Respondent will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

## **VII. Selection Process and Selection Schedule**

### **Process**

The selection of a Designer will be governed by the Town of Braintree Designer Selection Procedures, adopted by the Town on July 10, 2013, and attached hereto as Attachment G.

Selection Committee: The Mayor has designated the following individuals to conduct the evaluation process: Fire Chief/Designee, Police Chief/Designee, Building/Facilities Designee, Randolph's Designee.

The following is a tentative schedule of the selection process, subject to change at the Owner's discretion:

March 15, 2023	Advertise RFQ in Central Register
March 15, 2023	Advertise RFQ in Commbuys
March 15, 2023	Advertise in Patriot Ledger
March 15, 2023	RFQ available on Town Website
<u>March 29, 2023 at 10am</u>	Informational meeting and site visit
<u>March 31, 2023</u>	Last day for questions from Respondents
April 5, 2023	Last day any addenda will be issued
April 7, 2023 at 12pm	Responses Due
Mid April 2023	Respondents short-listed
<u>Late April 2023</u>	Interview short-listed Respondents
<u>Late April 2023</u>	Negotiate with selected Respondent
Early May 2023	Execute contract

Requests for Qualifications documents may be obtained, on or after March 15, 2023 at <https://braintreema.gov/Bids.aspx> This site is the only site for prospective bidders to obtain digital copies of official Town bid documents.

The Town does not warrant, represent, or guarantee the accuracy or completeness of any bid documents and/or information retrieved from any third party source. The Town is not responsible for any loss or damage including, but not limited to, time, money, or goodwill arising from errors, inaccuracies or omissions in any third party bid documents and/or information.

Be advised that the information contained on this website may change over time and without notice to prospective bidders. It is the responsibility of each prospective bidder to check this website regularly through the close of bids for any applicable addenda or updates.

Any questions concerning this Request for Qualifications must be submitted in writing to the Contract Administrator by the date and time shown above. Questions may not be directed to any other person. Violations of this provision may result in the dismissal of a proposal.

Sealed Responses to the Requests for Services for Owner's Project Manager Services must be clearly labeled "Designer Services for Braintree-Randolph Regional PSAP" and delivered to the Contract Administrator no later than April 7, 2023 at 12pm. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after

the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender. If Town Hall is closed unexpectedly for weather or other unforeseen circumstances, proposals will be accepted until Noon on the next full day that Town Hall is open. The on-screen display time on the Contract Administrator's desktop computer will be the final determinant of on-time deliveries.

### **VIII. Requirements for Content of Response**

Submit seven (7) hard copies of the response to this Request for Qualifications and one electronic version in PDF format. All responses shall be:

- Presented in an organized and clear manner;
- Must include the required forms in Attachment D;
- Must include all required certifications in Attachment E;
- Must include the following information:

A. Cover Letter. Cover letter shall be a maximum of two pages in length and include:

1. An acknowledgement of any addendum issued to the RFQ.
2. An acknowledgement that the Respondent has read the Request for Qualifications. Respondent shall note any exceptions to the RFQ in its cover letter.
3. An acknowledgement that the Respondent has read the Standard Contract. Respondent shall note any exceptions to the Standard Contract in its cover letter.
4. A specific statement regarding compliance with the minimum requirements identified in Item 4 of this Request for Qualifications to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment D), as well as the date of the MCCPO certification. (A copy of the MCCPO certification should be attached to the cover letter).
5. A description of the Respondent's organization and its history.
6. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.

B. Selection Criteria: Selection Criteria: The response shall address the Respondent's ability to meet the "Selection Criteria" Section including submittal of additional information as needed. The total length of the Response (excluding Attachment D and E only) may not exceed twenty (20) single-sided numbered pages with a minimum acceptable font size of "12 pt" for all text.

Respondents may supplement this proposal with graphic materials and photographs that best demonstrate its project management capabilities of the team proposed for this project. **Limit this additional information to a maximum of 3 - 8½"x 11" pages, double-sided.**

### **IX. Payment Schedule and Fee Explanation**

The Owner will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased Owner's Project Manager fee.

## **X. Other Provisions**

### **A. Public Record**

All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

### **B. Waiver/Cure of Minor Informalities, Errors and Omissions**

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.

### **C. Communications with the Owner**

The Owner's Representative for this Request for Qualifications is:

Lorraine See, Contract Administrator  
Braintree Town Hall  
1 JFK Memorial Drive  
Braintree, MA 02184  
(781) 794-8145  
[lsee@braintreema.gov](mailto:lsee@braintreema.gov)

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than the Contract Administrator. An exception to this rule applies to Respondents that currently do business with the Owner, but any contact made with persons other than the Contract Administrator must be limited to that business, and must not relate to this RFQ. In addition, such respondents shall not discuss this RFQ with any of the Owner's consultants, legal counsel or other advisors. **FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.**

### **D. Costs**

The Owner will not be liable for any costs incurred by any Respondent in preparing a response to this RFQ or for any other costs incurred prior to entering into a Contract with an Owner's Project Manager.

### **E. Withdrawn/Irrevocability of Responses**

A Respondent may withdraw and resubmit their response prior to the deadline. No withdrawals or re-submissions will be allowed after the deadline.

#### **F. Rejection of Responses, Modification of RFQ**

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFQ does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

#### **G. Subcontracting and Joint Ventures**

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

#### **H. Validity of Response**

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

#### **I. False Representations**

Pursuant to M.G.L. c. 266 § 67A, anyone in any matter relative to the procurement of supplies or services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statements, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the Commonwealth of Massachusetts.

#### **J. Incomplete Proposals**

Any proposal which is not according to prescribed form, incomplete, not properly signed, or contrary to the instructions and requirements contained in the Request for Proposals may be rejected by the Town of Braintree. Conditional proposals will not be accepted.

#### **K. Late Proposals**

Any proposal received after the date and time stated in the Legal Advertisement will be deemed "non-eligible" and shall not be opened. Unopened proposals will not be returned to the proposer.

#### **L. Subject to Massachusetts General Laws**

This RFQ is issued in accordance with the laws of the Commonwealth of Massachusetts. All pertinent laws and regulations are applicable as if fully written out in this document.

### **XI. Attachments**

Attachment A: Feasibility Study, dated October 16, 2021

Attachment B: Braintree Randolph FY2023 Development Grant Application, dated March 3, 2022

Attachment C: Contract for Design Services

Attachment D: Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction

Attachment E: Required Forms

Attachment F: Town of Braintree Designer Selection Procedures

**Attachment A: Feasibility Study**

**THE EDWARD J. COLLINS, JR.  
CENTER FOR PUBLIC MANAGEMENT**

**MCCORMACK GRADUATE SCHOOL  
OF POLICY AND GLOBAL STUDIES**

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**FEASIBILITY OF ESTABLISHING A  
REGIONAL EMERGENCY  
COMMUNICATIONS CENTER FOR THE  
TOWNS OF BRAINTREE AND  
RANDOLPH**

**October 16, 2021**



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## **Executive Summary**

The Town of Braintree requested funding from the State 911 Department to conduct a Study of the Feasibility of establishing a Regional Emergency Communications Center (RECC) for the Towns of Braintree and Randolph. The State 911 Department authorized the Edward J. Collins, Jr. Center for Public Management to conduct the Study as part of its inter-governmental services agreement (ISA) to aid the State 911 Department in its PSAP regionalization and RECC Development efforts.

Braintree and Randolph are suited quite well to establish a Regional Emergency Communication Center (RECC), as they are neighboring communities and similar in population and call volume. Both communities adjacent to each other, have high expectations of providing their dispatch services.

Braintree and Randolph metrics that impact on the demand for emergency call-taking and dispatching services are provided in the following chart.

<b>Metrics</b>	<b>Braintree</b>	<b>Randolph</b>	<b>Total</b>
<b>Population 2020</b>	<b>35,744</b>	<b>32,112</b>	<b>67,856</b>
<b>911 Calls</b>	<b>13,899</b>	<b>12,383</b>	<b>26,282</b>

The Town of Braintree has offered the retired Library building at 2 JFK Memorial Drive in Braintree as a potential site of the Regional Emergency Communications Center. The site has sufficient space for the RECC to accommodate the appropriately designed dispatch floor space for six (6) dispatch positions and an administrative office, locker room space, a utility room, a radio/IT room, a training/meeting room, and storage space. Draft plans call for handicap accessible accommodations into the building and from the first floor to the second floor.

The State 911 Department is charged with coordinating and effecting the implementation of enhanced 911 service and administering such service in the Commonwealth. In fulfilling this responsibility, the State 911 Department provides the public safety answering points (PSAP) in Massachusetts that serve as the first point of reception of a 911 call with call processing equipment, database, network, and technical support services, training for personnel handling the calls at the PSAPs, and with funding to support the operation of the PSAPs through the administration of an extensive grant program.

The State 911 Department has provided their estimate for Support and Incentive Grant funds on a recurring basis for a RECC for the Towns of Braintree and Randolph. Their estimate was received for this study and is calculated at \$983,638.00 annually for recurring costs of the RECC.

The equipment needed for this transition is an allowable cost item under the State 911 Department Regional Developmental Grant Program. Equipment needs were identified for outdated dispatch consoles and radio subscriber equipment (portable and mobile radios), radio infrastructure improvements for current reception gaps in the system, and outdated computer aided dispatch and records management software.

### **Cost Benefit Analysis Summary**

The Table below documents the savings that are anticipated from the economy of scale of the RECC, a cost-sharing effort between both communities, as well as a grant funding effort for recurring costs and a separate effort through Development Grants for capital costs/equipment to establish a RECC and to replace outdated equipment.

<b>Community</b>	<b>Non-Recurring Capital Savings</b>	<b>Recurring Cost Savings</b>	<b>Total Savings</b>
Braintree	\$1,025,488.00	\$525,978.23	\$782,520.36
Randolph	\$574,168.00	\$343,262.05	\$594,949.29
<b>TOTAL</b>	<b>\$ 1,599,656.00</b>	<b>\$ 869,240.28</b>	<b>\$2,468.896.28</b>

Based upon the data collected and the analysis conducted, it is determined that it is feasible to Regionalize Braintree and Randolph into a single RECC.

**Benefits of Regionalization.**

Relying upon interviews that were conducted in forty-one (41) communities in Massachusetts with one hundred ninety-eight (198) Police and Fire Chiefs, their command personnel, town managers, and dispatch personnel, the most cited benefits of regionalization of dispatch services were as follows:

1. Standardized/use of the same dispatch protocols
2. Resources – more dispatch personnel for major events and increased surge of 911 calls
3. Cost Savings, Financial Support – state contributions to center development and recurring costs
4. Enhanced Mutual Aid
5. More effective call taking and dispatching capability for the public and emergency response

**Recommendations:**

1. It is feasible to Regionalize Braintree and Randolph into a single RECC. The purpose of doing such a move, as identified by the interviews of both community’s public safety personnel, would provide:
  - Financial assistance to catchup on lagging equipment, technology, and facilities upgrades
  - Financial assistance to temporarily relieve the costs of call taking and dispatching
  - Ability to handle surge of calls and major events
  - Bringing dispatch back to town (away from private ambulance company) should improve response times and help address the major ongoing safety concerns with our current system.
  - Additional dispatchers available to assist in large incidents would also be an improvement to our current (and former) setup
  - New facility designed for dispatch/communicators
  - Free up shift commander
  - Dispatchers in a separate building
  - New equipment - Improving radio equipment / technology
  - For the Human element – career growth/pay and benefits
  - Dispatch – single focus on communications
  - Upgrade dispatch services
  - Call response immediate
  - Economy of scale
  - Hit a higher standard/more professional
  - Create culture for dispatcher that is appreciated
  - Space needs at PD limited
  - More efficient
  - Current FF contract calls to add 1 FF per shift if RECC formed

- Communications will improve between Braintree and Randolph
  - Enhance Radio infrastructure
  - Unification of dispatchers in same space
  - Interoperability – standardized equipment, dispatch, and reporting software
  - More personnel of the street – no longer dispatching
  - Growth opportunities – supervisory positions
  - Better pay
  - Better information sharing
  - Redundancy – personnel and equipment
  - Consistent training for dispatchers
  - Direct supervision of dispatchers
  - Relieves PD of oversight of dispatch
2. Leverage the commitment and resources of the Town of Braintree to establish the RECC at the Thayer Building, 2 JFK Memorial Drive. The building has the space to accommodate the needed functions of a modern RECC.
  3. Utilize the analysis of governance structure options and the Draft Governance Document for a Hosted RECC in a separate department within the Braintree Town Government. This governance structure has been used effectively for RECCs in Massachusetts.
  4. Develop an outreach program to both communities to inform them of the enhanced capability of the RECC.
  5. Develop a plan to assess the administrative and security needs for the Braintree and Randolph Police and Fire Departments.;
  6. Develop uniform operational call taking and dispatching procedures for the RECC. Common operational policies and procedures for the RECC that meet the unique needs of the disciplines of the emergency response agencies to ensure the appropriate resources are provided at the time they are needed. The dispatch protocols should be governed by the appropriate rules and regulations to ensure performance standards are being maintained and community needs are being met. State 911 Department Standards, NFPA 1221, APCO and CALEA would provide guidance for the development of those documents. 560 CMR 2.00 requires that under Operational Standards (d) Call Handling Coordination/Negotiations that Municipalities participating in the implementation of 9-1-1 shall be responsible for coordinating with all public safety providers served by the PSAP. The new written operational policy and procedures become the basis for the training of dispatchers for the RECC and for the future accreditation of the center. Seek State 911 RECC Developmental Funding to implement the redesign of the Acton dispatch center floor plan as well as the needed technology items including radio system enhancements, a uniform administrative phone system, security systems where needed and a regional Computer Aided Dispatch (CAD) and Records Management Systems (RMS) using the IMC/Tritech platform.
  7. Develop a Transition Training Plan to incorporate all elements of required dispatch training as required by State 911, CAD/RMS, Dispatch Protocols, EMD and community knowledge.
  8. Utilize the insight of the dispatchers and current public safety personnel to develop excellence in operational guidelines/practices for the citizens of both communities and their public safety services.

## **Introduction**

The Town of Braintree requested funding from the State 911 Department to conduct a Study of the Feasibility of establishing a Regional Emergency Communications Center (RECC) with the Town of Randolph. The State 911 Department authorized the Edward J. Collins, Jr. Center for Public Management to conduct the Study as part of its inter-governmental services agreement (ISA) to aid the State 911 Department in its PSAP regionalization and RECC Development efforts.

The study included investigating the technical, operational, and cost requirements to establish a RECC, the potential locations of the RECC, and the governance options for the communities. This includes, but is not limited to, the cost of set up, technology requirements, identification of a potential site, cost of operation, and adherence to the State and National Standards for Dispatch Centers.

The Collins Center was established in 2008 in the McCormack Graduate School of Policy and Global Studies to further the public service mission of the University of Massachusetts Boston and assist municipalities in implementing best practices, often using data analytics. The Center provides technical assistance to municipalities and state agencies on all aspects of public management.

## **Methodology**

The Collins Center adhered to the following methodology in collecting and analyzing data and information from the existing 911 PSAP call taking and dispatch services at the Braintree and Randolph Police and Fire Departments to assess the feasibility of developing a RECC.

Methods for collecting information relied on interviews, on-site assessments, and document review. The process was as follows:

- Kick-Off meeting with the principals from both Braintree and Randolph
- Conducted on-site visits to view the dispatch operations, the technology being used and to conduct interviews with police and fire chiefs and other designated dispatch personnel
- Collection of relevant data from each PSAP, including:
  - Equipment used
  - Staffing levels
  - Examine physical plant and layout to determine capacity/ability to expand
  - Research/planning
  - Current dispatch budgetary expenses
  - Call volume
  - Additional administrative duties performed by dispatch personnel
  - Analysis and preparation of the report
- Review of draft report with the Braintree and Randolph Emergency Communications Team
- Finalize and submit Feasibility Study Report to Braintree and Randolph

## Current Dispatch Environment

Braintree and Randolph metrics that impact on the demand for emergency call taking and dispatching services are provided in the following chart.

Metrics	Braintree	Randolph	Total
Population 2020	35,744	32,112	67,856
911 Calls	13,899	12,383	26,282
Calls for Service (CFS)	26,290	26,156	52,446

### Town of Braintree, Massachusetts

The Braintree Public Safety Answering Point (PSAP) is located at the Braintree Police Station located at 282 Union Street and overseen by the Braintree Police Department. The dispatch personnel provide call taking for all emergency calls and dispatching services for police related incidents. Fire and medical incident calls are transferred to Brewster Ambulance Company for dispatch to the Braintree Fire Department and their private ambulance service. The Braintree Fire Departments assigns one fire fighter at their headquarters to monitor all calls that have been transferred to Brewster Ambulance and assist with dispatching instructions.

The Public Safety Dispatch Center is equipped with four console positions that are all 911 capable.

The Center is staffed by nine dispatchers and a Deputy Police Chief is assigned to oversee operations on each shift. There are two dispatchers on duty for each shift.

The Town of Braintree budget for the Police and Fire Departments for emergency call taking and dispatching services for FY2021 was \$1,025,488. The Braintree metrics that impact their call taking and dispatching services are as follows:

Acton Metrics	Year	#
Population	2020	35,744
Total 911 Call Volume	2020	13,899
Total Calls for Service	2020	26,290

Technology data was collected to identify the equipment that was currently being used and its condition by the Braintree Police and Fire Departments for their radio systems, dispatch consoles, telephone systems, and software used for Computer Aided Dispatch (CAD) and Records Management System (RMS). Below is a chart that depicts the information collected. The technology information collected was used to identify what equipment would need to be replaced or enhanced to achieve interoperability between the RECC and the public safety radio systems.

<b>Braintree - Technology Elements</b>	<b>Notes/Comments</b>
<b>Radio System</b>	
<b>Manufacturer</b>	Motorola Solutions Inc., PD - transmitters (main and standby Quarter series), Motorola receivers (7 spectra tac and GPW P25 capable) FD – JPS Tate
<b>Frequencies</b>	PD - 471.5375 MHZ analog EMA 482.4500 P25 single site FD : 483.51250
<b>Age and Conditions</b>	PD – 1-20 years old, Quartar/Spectra Tac past service life FD – 3-10 years old
<b>Interoperability</b> <b>Town wide</b> <b>Regional</b>	PD – BAPERN system member – maintains town wide radio systems for all agencies FD – Regional Fire District
<b>System Coverage (Gaps)</b>	PD – Some signal decline in South Shore Plaza (high RF threshold) and waterfront (sea level and obstructed by hills). FD – poor coverage near Weymouth town line.
<b>Tower Sites</b>	PD – seven (7) receiver sites, two are inside buildings at Braintree HS and SS Plaza FD – newer GTW receiver co-located with PD at East Middle School site
<b>Fiber</b>	Town wide (Beld) and commercial (Verizon and comcast)
<b>Number, age and make of mobiles</b>	PD – 40 mobiles, all less than 5 years old  FD – 15 mobiles, 11 years old
<b>Number, age and make of portables</b>	PD – 100 (less than 7 years old) Replacement Plan calls to replace 15-20% per year. FD – 96 ( 6-11 Years old)
<b>Information Technology CAD/RMS</b>	Pamet Systems Police RMS and CAD
<b>Dispatch Area</b> Number of positions Number of 911 positions Administrative phone system	<b>4 (Motorola MCC5500- discontinued and close to end of life)</b> <b>4</b> <b>Shore Tel business phones – town wide system</b>
<b>Radio system maintenance provider</b>	Cyber Communications, Inc. 100 Fireworks Circle, Bridgewater, MA, 02324

## Town of Randolph, Massachusetts

The Randolph Public Safety Answering Point (PSAP) is located at the Randolph Public Safety Facility at 41 S. Main Street and overseen by the Randolph Police Department. The dispatch personnel provide call taking for all emergency calls and dispatching for police related incidents. Fire and emergency medical calls are transferred to the Randolph Fire Department for dispatching.

The PSAP at the Police Station is equipped with two console positions in a room that is quite restricted and is not capable of expansion to add additional consoles. The Fire Department has one dispatch console position.

The Center is staffed by four (4) full time dispatchers. There is one dispatcher on duty for each shift as well as one police officer who will assist the dispatcher during high volume times and is responsible for walk in traffic and other station duties.

The Fire Department Dispatch Center is staffed by one fire fighter on each shift.

The Randolph Police and Fire Dispatch Budgets for FY2021 was \$790,152.

The Randolph metrics that impact their call taking and dispatching services are as follows:

<b>Randolph Metrics</b>	<b>Year</b>	<b>#</b>
Population	2020	32,112
Total 911 Call Volume	2020	12,383
Total Calls for Service	2020	26,156

Technology data was collected to identify the equipment that was currently being used and its condition by the Randolph Dispatch Center and the Randolph Police and Fire Departments for their radio systems, dispatch consoles, telephone systems, and software used for Computer Aided Dispatch (CAD) and Records Management System (RMS). Below is a chart that depicts the information collected. The technology information collected was used to identify what equipment would need to be replaced or enhanced to achieve interoperability between the RECC and the public safety radio systems.

Randolph Technology Elements	Notes/Comment
Radio System	
1. Manufacturer	Motorola
2. Frequencies	Randolph PD, FD ( WIJ204 – 483.6625), DPW, Mutual Aid, South District, BAPERN
3. Age and Conditions	PD - Mostly old with most equipment no longer supported FD – fifteen (15) years old in good condition.
4. Interoperability a. Town wide b. Regional	In town between town agencies. Yes/No issue with analog and digital portable radios FD – part of Norfolk County Control Group
5. System Coverage (Gaps)	PD - system has coverage gaps in the vicinity of the Randolph/ Milton Town line and South Main Street/Avon line FD – North Randolph by I-93 interchange
6. Tower Sites	PD - Blue Hill (primary) FD – repeater at 10 York Ave. and a comparator at 10 Memorial Parkway
7. Town wide fiber	
8. Number, age and makeof mobiles.	PD – Ten (10) Motorola XTL2500 mobile radios - no longer supported. FD – Fifty (50) Motorola radios 15 years or newer
9. Number, age and makeof portables.	PD - forty-three (43) - Motorola XTS1500 portables - no longer supported twelve (12) - Motorola APX6000 portables - current model Five (5)- Motorola APX400 portables FD - Seventy (70) Motorola radios 15 years or newer
Information Technology CAD/RMS	PD – CAD/RMS – Microsystems FD – RMS – Emergency Reporting
Dispatch Number of positions Number of 911 positions Administrative phone system	PD - Two position MCC5500 Motorola Console which is no longer supported. Three 9-1-1 operator positions FD – one dispatch position per group – four in total PD - WIN 440 CT 32D 12D Verizon Lines FD – Toshiba phone system
Radio system maintenance provider	Cyber Communications, Inc. 100 Fireworks Circle, Bridgewater, MA, 02324. 508-880-3294

## Dispatcher Duties

At the request of the project team, both Braintree and Randolph PDs provided a list of the duties of their dispatch personnel. The list below identifies tasks that are primarily in the category of traditional call taking and dispatching services with a small number of administrative tasks. This is quite common with most PSAPs and RECCs. A recommendation for the Braintree and Randolph project team as they go through the transition phase is to assess the list and decide which tasks they will keep at their police or fire departments and which they request that it be undertaken by the RECC.

<b>Braintree PD Dispatch Duties</b>	<b>Randolph PD Dispatch Duties</b>
<ol style="list-style-type: none"> <li>1. Answer all calls into the police station – business lines and emergency calls</li> <li>2. Handle all radio transmissions</li> <li>3. Run RMV/CJIS (persons, motor vehicles, BOPs etc.) queries for officers</li> <li>4. Enter/locate/cancel all CJIS/NCIC requests = missing, stolen, warrants. Etc.</li> <li>5. CJIS validations</li> <li>6. Open Garage Bays</li> <li>7. Enter tows in log</li> <li>8. Print all court folder CJIS material (BOPS, license, etc.)</li> <li>9. Monitor prisoners</li> <li>10. We only take calls for details when station officer is busy.</li> <li>11. Traffic camera operation</li> <li>12. Enter trespass of people and vehicles in Trespass Log</li> <li>13. Legal process entry</li> <li>14. Run searches for officers through CP Clear, Cop-Link and other search engines.</li> <li>15. Log all incidents and backfill CJIS info into CAD</li> <li>16. Given out BOLOS on BAPERN</li> <li>17. Monitor surrounding town radios and BAPERN</li> </ol>	<ol style="list-style-type: none"> <li>1. Answer all calls into the police station – business lines and emergency calls</li> <li>2. Handle walk in services (paperwork distribution, directions, report taking, etc.)</li> <li>3. Handle all radio transmissions</li> <li>4. Run RMV/CJIS (persons, motor vehicles, BOPs etc.) queries for officers</li> <li>5. Enter/locate/cancel all CJIS/NCIC requests = missing, stolen, warrants. Etc.</li> <li>6. CJIS validations</li> <li>7. Open Garage Bays</li> <li>8. Enter tows in Tow Log</li> <li>9. Provide Emergency Medical Dispatching</li> <li>10. Print all court folder CJIS material (BOPS, license, etc.)</li> <li>11. Monitor prisoners and respond via phone when applicable</li> <li>12. Take calls for details</li> <li>13. Fill calls for details/overtime on occasion</li> <li>14. Traffic camera operation</li> <li>15. Mail distribution</li> <li>16. Enter trespass of people and vehicles in Trespass Log</li> <li>17. Legal process entry</li> <li>18. Run Facebook page</li> <li>19. PSAP in-house trainer</li> </ol>

## Interviews

Interviews were conducted with the Braintree and Randolph Police leaders, certain members of their staff and their dispatch personnel. The interviews provided detailed information regarding their insight of their communication center, as well as the issues that may be encountered from a regional dispatch center in general. The interviewees also provided recommendations for an effective transition process, should Braintree and Randolph choose to develop a regional emergency communications center. There was a strong focus of the public safety personnel on the communities that they serve on providing high-quality emergency communication services to the residents of Braintree and Randolph.

Twenty (20) interviews were conducted with the following results:

The response to each question is listed below the question. (\*) equals the number of times that the same answer was provided beyond the original statement.

### **What do you see as the strengths of regionalization?**

For the Town:

Financial assistance to catchup on lagging equipment, technology, and facilities upgrades\*

Financial assistance to temporarily relieve the costs of call taking and dispatching

For the Police and Fire Departments:

Ability to handle surge of calls and major events

Bringing dispatch back to town (away from private ambulance company) should improve response times and help address the major ongoing safety concerns with our current system.

Additional dispatchers available to assist in large incidents would also be an improvement to our current (and former) setup

New facility designed for dispatch/communicators

Free up shift commander

Dispatchers in a separate building

New equipment - Improving radio equipment / technology\*\*\*\*\*

Human element – career growth/pay and benefits\*

Dispatch – single focus on communications

Upgrade dispatch services

Call response immediate

Economy of scale

Hit a higher standard/more professional

Create culture for dispatcher that is appreciated

Space needs at PD limited

More efficient

Current FF contract calls to add 1 FF per shift if RECC formed

Communications will improve between Braintree and Randolph

Enhance Radio infrastructure

Unification of dispatchers in same space\*

Interoperability – standardized equipment, dispatch, and reporting software

More personnel of the street – no longer dispatching

Growth opportunities – supervisory positions\*

Better pay

Better information sharing

Redundancy – personnel and equipment

Consistent training for dispatchers  
Direct supervision of dispatchers  
Relieves PD of oversight

**What do you see the weakness of regionalization?**

No direct oversight and management of daily dispatch operations

A professional career firefighter focused on dispatching just the Braintree Fire Dept is the favored choice of our members over civilian dispatchers with their attention split between Fire, police, and multiple towns.

Our experience with civilians so far has been poor. Their lack of understanding of Fire Dept Operations, knowledge of the Town is concerning. Training will be crucial.

Turnover with civilians seems to be high, creating a lower level of experience and constant need for retraining.

There are concerns about the size of our town and call volume of our departments being significantly larger than that of a typical RECC community, and how the Regional model will scale to meet our needs.

Concerns about a suitable location in Town.

Existing Grievance between Fire union and Town regarding safety concerns involved with current dispatch setup.

Buy in from fire union will be challenging considering our recent experience with civilians dispatching out of our building.

Human element – fear of change\*

Current system fragmented

Geo-political boundaries

Losing job

Staffing needs to be sufficient

Walk-ins\*

Dispatch personnel need to be cross trained – know FD & PD protocols\*

Create a single SOP from 4 agencies

There are several unions to deal with

Local knowledge\*\*\*\*

CAD/RMS training

Current turnover of dispatchers

Communication and logistical issues

Miss direct contact with community

Lose working relationships with officers

Lose integration with town services

Lose communication with station

Impact on two mid-size busy communities

Less autonomy for department

No direct supervision for the individual on duty individual

**What recommendations would you make for the successful integration for the call taking and dispatch services of your community to be integrated into a RECC?**

Transparency – keep all informed  
Open lines of communications  
Problem solving  
Professionally written policy and procedures\*  
Process for communications with town departments  
Reporting lines  
Posted SOPs at each location  
Significant Braintree Fire Department involvement in hiring, training, and managing of dispatchers  
Utilize an outside professional team with experience in transition process  
Training, Training, Training. Require high levels and standards of transition/training to be met. for PD, FD, and Dispatch. \*\*  
Have Fire Dept oversight and involvement with training, including clearly defined protocols, ride-along, and district / building tours  
Transparency – create transition Team (PD-FD-Dispatchers)  
Geo-political boundaries – shared and supported  
Cultural by intown and public safety agencies  
Must benefit both towns  
Training for PD-FD and dispatchers – transition  
Consider diversity – ADA- disabled vets  
Needs to be identified  
Common CAD/RMS  
Single SOP for all agencies  
Turn to experts within departments  
Create an operations committee – protocols and training

## **Leadership**

Leadership is a critical factor in the successful consolidation or outsourcing of any services important to the mission of public safety agencies. This requires the skills to work with their staff and the community to manage the change process. During the interviews, the project team found the Police and Fire Chiefs in both Braintree and Randolph, who provided interviews, have the necessary leadership skills and a strong willingness to successfully undertake this transition. They have recognized the benefits of such a transition and have offered recommendations to improve the prospects of the transition process. Their key focus is on the mission of their departments and the public safety needs of the community.

## **Staffing Analysis**

### **Staffing Requirements**

Three key documents were utilized for guidance in developing staffing recommendations for the development of a RECC for the Towns of Acton and Concord. A Summary of each of the relevant documents that were utilized to develop the staffing recommendations for the Regional Emergency Communications Center are as follows:

1. APCO Project RETAINS Research Report, August 2005, University of Denver Research Institute, Denver, Colorado.

The APCO study was conceived and conducted in response to concerns that were brought forth to the Association of Public Safety Communications Officials, International (APCO). Communications center manager and staff expressed concerns about the appropriate number of staff needed to serve the public's needs and expectations for emergency services and they wanted information about practices they could use to increase employee retention. Although such centers are often equated with 9-1-1 emergency call request and services, 9-1-1 emergency calls are often only a portion of the workload. This study looked at all aspects of staffing and retention in public safety communications centers, not just the 9-1-1 service aspects in those centers. This study was completed in two phases (Study I and Study II).

Question: What factors do centers use to determine appropriate staffing levels?

The data indicate the processes public safety communications center have used for determining staffing levels have been primarily reactive rather than proactive. There was no process for determining appropriate staffing levels in public safety communications centers that was widely used or accepted.

The data also indicate staffing decisions are often based on considerations other than needs, as defined by the safety or personnel that are dispatched, or specific measures related to coverage, workload, or service quality indicators. Two-thirds of the managers in Study I indicated staffing allocations were based on budget and 44% indicated the number of consoles in the center determined their staffing levels. When the questions were reframed in Study II to ask managers specifically about formulas they used, 81% indicated they used a formula but only 38 percent of them indicated they made an adjustment for employee availability. Although Erlang calculations are often referred to as the most useful formula for determining appropriate staffing levels, only 15 percent of the large centers reported using it.

2. In NFPA 1221: Standard for Installation, Maintenance, Use of Emergency Services Communications Services states in 7.3.2, "Communications centers that provide emergency dispatching protocols shall have at least two telecommunicators on duty at all times."

In addition, NFPA also provides guidance on Emergency Medical Dispatch (EMD) functions that will also be governed by the State 911 Department standards in 2011. Regulation 560 CMR 5.00 establishes certification requirements for Enhanced 911 tele-communicators governing Emergency Medical Dispatch and Establishes 911 call Handling Procedures.

Staffing by only one dispatcher creates several significant operational concerns in addition to those cited above regarding NFPA 1221 and to some degree the new EMD requirements. Those concerns are relative to a single dispatcher's ability to provide pre-arrival instructions and service to responders working in the field and, at the

same time, receiving other 911 and other administrative calls during this important period. A multiple dispatcher RECC does provide for a greater capability for handling large-scale critical incidents at the same time provide an economy of scale.

NFPA Standard 1221 Section 6.4.2 specifies that “Ninety-five percent of alarms shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.” Section 6.4.3 specifies that, “Ninety-five percent of emergency dispatching shall be completed within 60 seconds.” A Braintree-Randolph RECC would have greater capacity to manage critical incident surge as well as the unique requirements of EMD.

3. Massachusetts Regulations through 560 CMR 5.0 provides the following Emergency Medical Dispatch Requirements:

- By 7-1-2012 PSAPs and RECCs were required to provide EMD either through certified EMD dispatchers at the PSAP/RECC or through a certified EMD resource
- The PSAP/RECC or certified EMD resource must use a single EMD Protocol Reference system (EMDPRS) on every request for medical assistance; have policies and procedures for use of EMDPRS and establish a continuous quality assurance (QA) program.
- To act as a certified EMD dispatcher for a PSAP/RECC- (the dispatcher) must be a certified E911 telecommunicator, obtain and maintain CPR certification, and obtain and maintain EMD certification.

The regulations also provide direction for:

- Certified EMD resource
- Call Handling Procedures
- Recordkeeping

**Staffing Analysis and Recommendations**

The Project RETAINS Research Report provided common practices across the country that is useful to consider for the staffing levels for the Braintree-Randolph Regional Emergency Communications Center (RECC). Below are data from one hundred fifty-three (153) 911 PSAP centers relative to staffing and call volume. This data is then compared to what is proposed in the proposed RECC.

Center Category	Average	Median	Braintree-Randolph RECC
# of Personnel	18	12	17
# of Agencies	12	6	5
Population	79,000	35,000	67,856
Call Volume	238,000	82,000	52,446

The RETAINS Report also if seventy-five percent (75%) of the centers surveyed handled fewer than 10,000 call per employee, with an average of 6,500 calls per employee. The Report also provided that as call volume per employee increased so did employee turnover. They further looked at the relationship between annual call volume per employee and the staffing situation reported by manager. On average, employees handled just over 5,200 calls per year in centers where managers indicated their center was fully staffed at this time (all authorized positions were filled). Employees in centers that were described by managers as chronically understaffed handled about twice as many calls at 11,200 per year. The average the Braintree/Randolph RECC would be based upon 2020 call volume and a full-time staff of fifteen (15) dispatchers and two (2) working supervisors would be 3,085 calls per employee. The project team does not recommend decreasing this level, rather in this decision time for the RECC and the transition, the team recommends the shift staffing of three dispatchers/supervisors for the day and evening shifts and two dispatchers for the midnight shift to keep a strong level of service to their citizens that

both communities have expected of these services. The project team also recommends that a working supervisor be assigned to both the evening and midnight shift to provide oversight, guidance, as well as dispatch services as needed when a surge of calls impacts the center. The supervisors would also assist the Director to supervise training, technology, and quality assurance programs. To support the staffing requirement, it is recommended that an operational policy be developed for a contingency plan for staffing during major events. The project team recommends a position of Director for the functions of providing organizational leadership, continuation of the development of the RECC and for outreach to the communities and the public safety agencies and an Administrative Assistant. The project team’s recommendations consider the historical commitment for dispatch and other ancillary services in each public safety answering point (PSAP) while at the same time recognize the economy of scale that the RECC would provide for the future.

<b>Braintree-Randolph RECC Staffing</b>								
	<b># of Dispatchers</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
	Per line							
<b>Day</b>	<b>2</b>	DO	DO	X	X	X	X	DO
	<b>2</b>	X	X	DO	DO	X	X	X
6 dispatchers	<b>2</b>	X	X	X	X	DO	DO	X
<b>Minimum 3</b>								
	<b>On duty</b>	4	4	4	4	4	4	4
<b>EVE</b>	<b>2</b>	DO	DO	X	X	X	X	DO
	<b>2</b>	X	X	DO	DO	X	X	X
5 dispatchers	<b>1</b>	X	X	X	X	DO	DO	X
1 Working Supervisor	<b>1</b>	X	X	X	X	DO	DO	X
<b>Minimum 3</b>								
	<b>On duty</b>	4	4	4	4	4	4	4
<b>Mid</b>	<b>1</b>	DO	DO	X	X	X	X	DO
	<b>1</b>	X	X	DO	DO	X	X	X
4 dispatchers	<b>2</b>	X	X	X	X	DO	DO	X
Working Supervisor	<b>1</b>	DO	DO	X	X	X	X	DO
<b>Minimum 2</b>								
	<b>On duty</b>	3	3	4	4	3	3	3
<b>Total dispatchers</b>	<b>15</b>							
<b>Total Supervisors</b>	<b>2</b>							
<b>Total Personnel</b>	<b>17</b>							

## Site Analysis

Site visits were conducted at the Braintree and Randolph Police Stations where both town PublicSafety Answering Points (PSAPs) are located. The findings of the visits were as follows:

- a. Braintree – The Dispatch Floor space in the Braintree Police Station is equipped with four (4) console positions, all of which are 911 positions. The floor space is adequate for its current use, although quite restricted and incapable of being expended for RECC to add additional consoles. The Police Department

shift commander, who provides oversight of the police services during the shift as well as the dispatch services, is located in this room.

- b. Randolph - The Dispatch floor space at the Randolph Police Station is equipped with three console positions in a room that is sufficient for its current use but cannot be expanded for a RECC to add additional consoles and personnel.
- c. Neither municipality has consolidated their dispatch services that ultimately requires emergency calls to be transferred from the PSAP to a private ambulance company for fire services or directly to the Fire Department for fire and ambulance services.

### **Potential Location for RECC**

The Town of Braintree has offered the retired Library building at 2 JFK Drive in Braintree as a potential site of the Regional Emergency Communications Center. The site has sufficient space for the RECC to accommodate the appropriately designed dispatch floor space for six (6) dispatch positions and an administrative office, locker room space, a utility room, a radio/IT room, a training/meeting room, and storage space. Draft plans calls for handicap accessible accommodations into the building and from the first floor to the second floor.

## **Facility Analysis**

**Old Thayer Library  
2 JFK Memorial Drive  
Braintree, MA 02184**

### **1. Facility Requirements:**

The proposed facility would need to include the following design characteristics:

- Number of employees - 19
- Functional:
  - Dispatch area for six (6) workstations/ positions
    - 512 Sq. Ft. total dispatch floor space
    - DCAMM /workstation space allocation 40/60sq. ft.
    - 2 JFK 85 sq. ft. per workstation
  - Utility/phone systems
  - IT/Radio Room
  - Office Space
  - Employee area/Breakroom
  - Training/meeting space
  - Storage Room

### **2. Basic Building Components:**

The architectural design must accommodate the following spaces and equipment:

- Regional Emergency Communication Center - Dispatch Room
  - Workstations for six (6) dispatch positions that include five dispatcher radio/911 positions, and one supervisor
  - ADA compliance to facility/RECC
  - 1998 OSH and ADA console design

- 1990 ADA ACT
    - Governs access
    - Reach Distances
    - Reach Angles
  - 1998 OSHA
    - Minimize workplace injuries
  - Both regulations have resulted in boomerang shaped consoles
- System Equipment Room
  - Power, fiber, 911 lines and system, administrative phones system, security, IT servers and radio systems
- Employee Area
  - Kitchen/Breakroom
  - Locker Rooms (M&F)
  - Bathroom (M&F)
- Office Space – two (2) rooms for the Director and Supervisors
- Training/Conference room
- Storage Room

### 3. Building Layout Recommendations:

The design should consider the following functional recommendations:

- Administrative offices two (2), male and female locker rooms, bathrooms and shower areas, kitchen and break room, conference/meeting room, dispatch area, storage room, Utility/phone room IT/Radio Room.
- Dispatching area, supervisors' office should be arranged so they are as close as possible to the computer room, so that cabling runs are minimized.
- The bathrooms, break and other areas that have plumbing should be arranged so there is no possibility that spills, leaks or other water problems could flood or damage the dispatching area or computer room, including floor drains, scuppers, or other features.
- Consideration should be given to the placement of the dispatch area, computer room and electrical service to minimize the routing of cables and power lines.
- Consideration should also be given to how cables and wires should be routed into the dispatch area: via a raised floor, raceways or overhead.

### 4. Characteristics of New 911 Centers

New 911 centers are becoming information centers of the future, and the following trends should be factored into the design:

- The need for additional computers
- The need for additional large wall monitors
- The desire to create a comfortable and pleasant environment
- Technology-driven infrastructure needs
- Self-contained HVAC systems
- Grounding and lighting systems crafted to the latest industry standards – not just to code
- Stress reduction design elements
  - Bright accent colors, prints, windows, and lighting control options

## 5. Consoles and Chairs Ergonomics

The consoles, chairs and other furniture shall be ergonomically designed, to lessen the chance of repetitive stress injuries. This should include chairs that are fully adjustable for height, back angle and height, and armrest height; consoles adjustable for height (from sitting down to standing up); keyboard rests adjustable for height, angle, and distance from the console.

The consoles should be designed to allow easy access to all controls without reaching beyond an average arm's length. Terminals and other video displays should be placed an equal distance from the focal point of the console, and that distance should be according to any national standards or available studies. The video terminals should be arranged to allow their horizontal adjustment closer and further away from the dispatcher.

## 6. Lighting

Center lighting circuitry should be arranged to prevent a lighting failure to any large area of the building. Lighting in all areas of the building shall conform to any national standard levels for office areas.

There should be overall and individual console lighting in the dispatching area. The **console lighting should individually be controllable at each console. Consideration should** be given to incandescent lighting for the console areas. Overall lighting should be arranged to minimize glare on video display terminals.

Consideration should be given to the placement of terminals and windows to reduce the amount of glare on the video terminals, or bright window light directly behind the video terminals.

## 7. Air Conditioning

**The building air conditioning system should be arranged to provide a sufficient flow of** fresh--not recirculated--air to the dispatch area, to filter the air to remove possible contaminants including pollen, mold, dust, and mildew, and to reduce drafts on employees. Temperature control should be available to authorized personnel, but the range should be limited so it always provides sufficient cooling for electronic equipment in the building.

Consideration should be given to installing an electronic filtering system for that portion of the air conditioning system that serves the dispatch area, to further filter contaminants from the air. Consideration should be given to a positive pressure air system that keeps outside contaminants out.

## 8. Sound Control

The dispatch area should have some method of sound control for reducing the volume of noise, echoes, and other unwanted artifacts. Methods include acoustic tiles, carpets, wall curtains or other coverings.

## 9. Emergency/Secondary Power

The dispatch center will require an emergency power source during times of power shortages. An adequate generator will be required to immediately power the systems in place at the Regional Emergency Communication Center to ensure that all calls are being received and appropriate resources dispatched to the incident. The Secondary Power Source shall:

- Consist of one or more standby engine-driven generators installed in accordance with NFPA 70, National Electrical Code, Article 701.
- Be utilized upon failure of the primary power and the transfer to the standby source shall be automatic.

## Governance Analysis

### Governance Models

**Regional Emergency Communication Districts** and **hosted Regional Emergency Communication Centers (RECCs)** are different in their organizational structure but similar in their service provided. The Districts are regional government entities as established by Massachusetts legislation. The hosted RECCs are entities within a community’s municipal government structure (i.e., Police or Fire Departments or a separate Emergency Communications Department). Both are governed by an Inter-Municipal Agreement (IMA).

A significant difference between the two is how their Administrative Support Functions are provided. Those functions include payroll, financial management, procurement, human resources (including collective bargaining), medical insurance, retirement, and other personnel-related insurance and taxes.

A District provides those services through contractual relationships. All these costs are borne by the community members of the District. A hosted RECC is provided those services through the municipal government departments and contracted services. The cost of these services is not generally passed on to the community members of the RECCs.

The State 911 Department through their Regional Emergency Dispatch Development Program currently provides the funding for these administrative tasks. It is entirely up to the municipalities involved as to their choice of the type of structure for the RECC. Both have been successful in Massachusetts. The most successful RECCs have been led by Directors who embrace their role as a partnership with their member communities and their public safety agencies and are focused on excellence in providing emergency communications services by their dispatch personnel. Of importance to the long-term success of the RECC is the role of community ownership in the RECC that is achieved by the responsibilities of the District Administrative Board. A Dispatch District does present the best opportunity to achieve ownership. Below is a chart that analyzes the differences between Hosted RECCs and Dispatch Districts:

<b>Governance Model key functions</b>	<b>Hosted RECC</b>	<b>Regional Dispatch District</b>
Appointing Authority	Host Community Town Manager/Board of Selectmen (BOS)	District Administrative Board Member Community Town Managers
Budgetary oversight and approval	Host Community Board of Selectmen	Administrative Board
Administrative Input	Informal with regular meetings with chief	Board of Directors – quarterly meetings
Operations Input	Standards and operations committee	Working Groups with chiefs from member towns
Administrative Functions: <b><u>Accounting Services</u></b> <b>payroll, financial management</b> <b><u>Procurement,</u></b> <b><u>Human resources</u></b> <b>collective bargaining, medical insurance, retirement, and other</b>	Town Accountant  Procurement Director HR Department	Contracted services*  Contracted services Contracted services  *Contracted services may be

<b>personnel related insurance</b>		provided by the host community or a private entity.
Technical expertise	Reliance on town IT services	Requires outside consultant
Dispatch site space	Requires available sufficient Dispatch floor space for expansion capability, Office, dispatcher locker room, break room and bathroom in existing public safety building	Requires lease or procurement of sufficient space and room requirements in a new location, public or private.

### **Transitional Training**

The development of a plan for transitional training is essential to prepare the dispatch personnel for their call taking and dispatching roles in the newly formed RECC. Recommendations for elements of that plan include the following:

- Familiarization of the dispatchers with the towns of Braintree and Randolph, their unique areas, and the public safety response agencies to inform the dispatchers of the unique features within each community.
- Information gathered from interviews with the new dispatchers as to any needs that they identify.
- New call-taking and dispatching procedures as developed by the Director and the Operations Committee.
- Emergency Medical Dispatch protocols. Once a vendor for the RECC is selected and signed off by each community’s medical director, the unique training requirements and protocols will be included in the transitional training plan.
- Computer Aided Dispatch (CAD) and Records Management System (RMS) training after a vendor has been awarded a contract and data has been integrated into the regional system.
- Console/radio systems usage.
- State 911 Training recommendations.
- Training for Police and Fire personnel in the new Dispatch protocols.

In the time leading up to the actual activation of the RECC, it is recommended that the designated Director of the RECC interview the training coordinator from the State 911 Department regarding their recommendations for transitional training, and to put those recommendations into a Transitional Training Plan. The Plan would then be the basis of a grant proposal that would be submitted to the State 911 Department for funding to implement the plan.

### **Standardized Operational Protocols/Call Taking and Dispatching Procedures**

The operational protocols used by the RECC should be laid out in a set of Policy and Procedures (P&Ps). Each community has developed their unique P&Ps for their public safety services. For the RECC to operate most effectively, it requires those public safety leaders to work together to develop uniform P&Ps. Both communities have processes to train and guide dispatchers in carrying out their responsibilities. To undertake the responsibilities of the RECC in providing their services, there is a need for a dispatch manual that provides general call taking and dispatch services, as well as the unique responsibilities for fire and police emergency calls as well as Emergency Medical Dispatch (EMD) guidelines as defined by the State 911 regulations. The RECC Director and the Operations Committees or their designees should develop these P&Ps together.

The P&Ps will encompass information from local ordinances, Massachusetts statutes, the Board bylaws and any current labor agreement or one subsequently adopted. Massachusetts has implemented, under the State 911 Department, 560 CMR 5.00, the Establishment of Certification Requirements for Enhanced 911 Telecommunicators/Dispatchers, governance of Emergency Medical Dispatch, and the establishment of 911 Call Handling Procedures. Adherence to these standards is mandatory. As part of these regulations, the Commonwealth has also provided that “All levels of PSAPs shall be required to negotiate call-handling procedures with all public safety agencies to ensure proper handling of emergency calls. The PSAP and public safety providers served by the PSAP shall review these procedures every six months for the first two years and then annually thereafter and make changes as needed.”

In developing a common set of operational procedures, the Director and the Operations Committee should be guided by the standards developed by the Commission on Accreditation of Law Enforcement Agencies (CALEA), in conjunction with the Association of Public Safety Communications Officials (APCO), for a national accreditation program for communications centers. Two hundred eighteen standards have been developed as a part of the program. These standards are organized into six topic areas as follows:

- Organization
- Direction and Authority
- Human Resources
- Recruitment and Selection
- Training
- Operations

The standards represent the best professional requirements and practices and describe what the agency should be doing, not how they should be doing it. The standards are a useful guide to the establishment of policies and procedures regardless of whether accreditation is sought. Other sources of best practice information for call-taking and dispatching procedures are as follows:

- NENA – National Emergency Number Association.
- NFPA – National Fire Protection Association

This process works most effectively when one person is designated as the original writer for draft documents and Point of Contact (POC) for the RECC Dispatch Guidelines/Procedures Sub-Committee. That person would develop a draft procedure based upon the draft protocols of current procedures in the community dispatch centers, and the best practices that come from the above cited sources. The Operations Committee would provide feedback on the draft documents, changes to be made and the final document during facilitated sessions of the designated members of the Operations Committee. This work is time-consuming and should be accomplished during the transition time prior to the RECC facility being completed. During calendar year 2021, the State 911 Department will be developing model policies and procedures for RECCs as a valued added service.

## **Cost Benefit Analysis**

### **1. Financial Role of State 911 Department**

The State 911 Department is charged with coordinating and effecting the implementation of enhanced 911 service and administering such service in the Commonwealth. In fulfilling this responsibility, the State 911 Department

provides the public safety answering points (PSAP) in Massachusetts that serve as the first point of reception of a 911 call with call processing equipment, database, network, and technical support services, training for personnel handling the calls at the PSAPs, and with funding to support the operation of the PSAPs through the administration of an extensive grant program.

The State 911 Department has been committed to a more effective and economical 911 system through regionalization of those services. The Massachusetts State 911 Department provides a specific grant program to develop and operate Regional Emergency Communications Centers (RECC). The State 911 website provides the FY22 Guidelines for the application process for these grant programs. Below is a listing of the relevant information for these grants from the website.

### **Support Grants**

Primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to participate in the Program and are eligible to receive support grant funding.

### **Incentive Grants**

In addition to amounts allocated as part of the above support grant, existing regional PSAPs and RECCs are eligible to receive incentive grant funding through the Program based on the following allocation formula.

- For regional PSAPs serving 2 municipalities:  
0.75 of one percent (1%) of the total surcharge revenues of the previous fiscal year.
- For regional PSAPs serving 3 to 9 municipalities:  
a minimum of 1½ percent (1.5%) of the total surcharge revenues of the previous fiscal year.
- For regional PSAPs serving 10 or more municipalities:  
1½ percent (1.5%) of the total surcharge revenues of the previous fiscal year.
- For regional emergency communication centers:  
ten percent (10%) of the total surcharge revenues of the previous fiscal year.

For Fiscal Year 2021, \$30,248,308.00 of the total surcharge revenues of the previous fiscal year shall be allocated to support and incentive grant awards and are disbursed according to a formula weighing both 911 call volume and population served.

### **Regional Development Grants**

Grant funds may be used by grantees only for the permissible categories of use listed within the specific categories set forth below:

- Associated with the provision of enhanced 911 service; and
- Approved by the State 911 Department.

Funds may be used for clerical, administrative, or other costs associated with administration of the Program, provided that funds may not exceed one percent (1%) of the total amount awarded to the Grantee. The services shall be specifically identified with the project, and the Grantee shall provide detailed documentation, to the satisfaction of the State 911 Department, supporting the services (including, without limitation, the time and dollar amount of the services).

The State 911 Department will allow funding for the purchase or lease of equipment, allowable construction items, and allowable structural improvement items and for debt service on equipment, allowable construction items,

and allowable structural improvement items, including without limitation, principal, and interest payments on loans, notes, and bonds. The State 911 Department will allow grantees to assign lease, debt service, and/or incremental purchase costs to this grant. However, all funding requested under this grant program shall be for goods and/or services received. Funding will not be disbursed for obligations made without receipt of goods/services. The State 911 Department makes no guarantee of funding from year to year and does not assume any obligation, as guarantor or otherwise, under any purchase, lease, or debt instrument.

All technology or telecommunications related goods or services must be compliant with applicable laws, rules, regulations, and standards.

### **Security Measures Grants**

Existing and proposed regional PSAPs and RECCs are eligible to apply for funds for the following allowable items within the transition expenses category:

- Security measures (such as remote cameras, remote printers, and security doors); and
- One-time costs associated with the installation of such security measures.

### **Equipment Grants**

Existing and proposed regional PSAPs, regional secondary PSAPs, RECCs, and the Northampton wireless state police PSAP are eligible to apply for funds for equipment associated with the provision of enhanced 911 service that is not directly provided by the State 911 Department and/or equipment to be used to foster the development and startup of regional PSAPs, regional secondary PSAPs, and RECCs or the expansion or upgrade of existing regional PSAPs and/or regional secondary PSAPs. Allowable items to be funded through this grant include, but are not limited to:

- Radio systems and consoles;
- Computer-aided dispatch;
- Records management systems;
- Fire alarm receiving and alerting equipment; and
- Consultant services in support of equipment.

All radio systems shall comply with EOPSS Statewide Inter-Operability Emergency Communications (SIEC).

Special conditions as may be amended from time to time. The State 911 Department will submit requests for such funding to the SIEC and/or the Statewide Interoperability Coordinator (SWIC) for review and confirmation that the requested item(s) comply with the SIEC special conditions.

Funds for radio systems may be used to defray the costs associated with the acquisition of radio systems used for police, fire, emergency medical services, and/or emergency management communications.

In 2020, the State 911 Commission approved a new criterion for the Transition Award.

Below is chart that explains that Award.

**State 911 Department – Development Grant Program FY22**

**Transition Award**

Transition award, payable to the entity that operates a regional PSAP or RECC on behalf of the participants, for each PSAP that is decommissioned on or after July 1, 2018, and becomes operational as a participant in such regional PSAP or RECC, in the amount that represents the *greater of*:

the last allocation for the decommissioned PSAP under the State 911 Department Support Grant; or  
the amount of the assessment or charge allocated to such PSAP for the current fiscal year under the terms of the signed inter-municipal agreement or other equivalent agreement governing the operations of the regional PSAP or RECC.

Such transition award(s) shall be credited against the obligation of the decommissioned PSAP(s) by the grantee. A decommissioned PSAP may be provided with the credit three (3) times to be applied for in three (3) different grant cycles, or two (2) times to be applied for in two (2) different grant cycles if a transition award was already applied for and awarded in the FY 2020 grant cycle pursuant to grant guidelines in effect at that time.

After applying for and being awarded a transition award a total of three (3) times, a decommissioned PSAP may be provided with a credit an additional two (2) times to be applied for in two (2) different grantcycles, but the award will be limited the first time to fifty percent (50%) of the *greater of*:

the last allocation for the decommissioned PSAP under the State 911 Department Support Grant; *or*  
the amount of the assessment or charge allocated to such PSAP for the current fiscal year under the terms of the signed inter-municipal agreement or other equivalent agreement governing the operations of the regional PSAP or RECC, and limited for the *second time to 25% of the greater of*  
the last allocation for the decommissioned PSAP under the State 911 Department Support Grant; *or* ii) the amount of the assessment or charge allocated to such PSAP for the current fiscal year under the terms of the signed inter-municipal agreement or other equivalent agreement governing the operations of the regional PSAP or RECC.

Documentation that such credit has been granted in the form of a written acknowledgment from the decommissioned PSAP shall be required prior to reimbursement. ii) the amount of the assessment or charge allocated to such PSAP for the current fiscal year under the terms of the signed inter-municipal agreement or other equivalent agreement governing the operations of the regional PSAP or RECC.

Documentation that such credit has been granted in the form of a written acknowledgment from the decommissioned PSAP shall be required prior to reimbursement.

**2. Current FY2021 Budget**

The participating communities were asked to provide their current budget information. This will be used for comparison with any new projections related to RECC operations.

The Table below displays the current budgets for Braintree and Randolph with a breakout of the personnel expenses and support (administrative and maintenance) expenses:

Dispatch Center	Personnel Expenses*	Support Expenses	Budget Total
Braintree	1,131,864.80	26,916	1,158,780.80
Randolph	910,074	1,000	911,074.00
<b>Total</b>	<b>\$ 1,527,839</b>	<b>\$ 84,625</b>	<b>\$2,069,854.80</b>

\* Includes salary, benefits, and other government costs.

### 3. Capital Expenditures

Braintree and Randolph are currently responsible for financing, planning, and meeting a replacement schedule for their equipment, which can come at a substantial capital cost. Operating on a 24/7 schedule places significant demands on emergency communications center equipment. The estimated life cycle for dispatch and communications equipment is as follows:

Equipment	Life Cycle
PCs & Laptops	3 years
Servers & Routers	5 years
Software Upgrades	7 years
Radio Console	7 years
Dispatch Furniture	10 years

The outdated equipment of the Braintree Police and Fire Departments include the following:

- Four (4) Dispatch consoles (Motorola MCC5500) – discontinued and approaching end of service life
- Fifteen to twenty (15-20% per year) portables radios per year as they per seven (7) year replacement cycle plan
- CAD/RMS – Pamet system is outdated, and software is longer supported
- Transmitters and Receivers ( Motorola Quartar and Spectra Tac) are outdated and in need for replacement
- Secondary transmitter/receiver site for FD in Braintree Highlands is equipped with an outdated Tate product

Coverage Summary: Currently the FD has poor “talk out” coverage in parts of the town near the Weymouth town line. PD has some signal decline in the South Shore Plaza (high RF threshold) and waterfront (sea level and obstruction by hills).

The outdated equipment of the Randolph Police and Fire Department include the following:

- Two (2) Dispatch consoles(Motorola MCC5500) – no longer supported due to age
- Motorola system of the PD and FD is old and no longer supported due to age. FD reports that it is in good working order.
- Ten (10) Motorola XTL1500 mobile radios – no longer supported due to age
- Forty-three (43) Motorola XTS portable radios – no longer supported due to age

Coverage Summary: Radio coverage gaps for the PD are identified in the vicinity of the Randolph/ Milton town line and around the South Main Street area by the Avon town line. FD has coverage gaps around North Randolph and I-93 interchange.

Below is a chart with three-year and annual estimated replacement costs of the equipment. These costs would be borne by the communities if they remain as single PSAPs.

Community	Type of Equipment	Replacement – 3-year Total Cost	First Year Replacement Cost
<b>Braintree</b>	Dispatch Consoles	\$1,050,000.00	\$368,333.00
	Mobile Radios	\$35,895.00	\$11,965.00
	Portable Radios	\$290,664.00	\$96,888.00
	CAD/RMS	\$250,000.00	\$250,000.00
	Radio coverage engineering and equipment	\$870,000.00 to \$905,000.00	\$301,666.67
	<b>Total Costs</b>	<b>\$2,531,559</b>	<b>\$1,028,852.67</b>
<b>Randolph</b>	Dispatch Consoles	\$525,000.00	\$175,000.00
	Mobile Radios	\$83,750.00	\$27,916.67
	Portable Radios	\$226,257.00	\$75,419.00
	Radio coverage and equipment	\$870,000.00 to \$905,000.00	\$301,666.67
	<b>Total Costs</b>	<b>\$1,722,507.00</b>	<b>\$574,169.00</b>

#### 4. Cost Sharing

The recommended cost-sharing ratio for this center would be based on the population and 911 call volume of the communities as shown below. This method is utilized by the State 911 Department in the distribution of their support and incentive grant program and is seen as a fair and equitable method to share the costs for the Regional Emergency Communications Center (RECC). The State 911 Department uses these two categories to distribute their Incentive and Operations Grant funding. This method calls for an equal ratio of 911 call volume (50%) and population (50%). The information for the criteria is developed using independent sources, i.e., the State 911 Department and the federal census data. The data and the ratio are listed below.

Community	911 Calls Volume 2020	911 Calls Only	Population 2018	Population Only	50% 911 Calls 50% Population
Braintree	13,899	51.25%	35,744	52.68%	52.78%
Randolph	12,383	48.75%	32,112	47.32%	47.22%
<b>TOTAL</b>	<b>26,282</b>	<b>100.00%</b>	<b>67,856</b>	<b>100.00%</b>	<b>100.00%</b>

#### 5. Projected State 911 Support for RECC for Braintree and Randolph

The State 911 Department provided its estimate for Support and Incentive Grant funds on a recurring basis for a RECC for the Towns of Braintree and Randolph. This estimate was received for this study and is as follows:

FY 2022- Braintree, Randolph	Support	RECC	Total Grant Funding
Braintree	\$ 156,517		\$ 156,517
Randolph	\$ 133,754		\$ 133,754
BR RECC (Braintree, Randolph)	\$ 305,377	\$ 678,261	\$ 983,638

Calculations assume configurations are as noted. Changes to the communities included/excluded will impact funding levels. All estimates are subject to funding availability.

Above RECC projections are calculated based upon anticipated regional PSAP and RECC configurations for FY 2022. Timelines impacting current project(s) may impact these projections. Allocation amounts are further subject to change in compliance with the following excerpt from the S&I grant guidelines "The percentages in clauses i to iv, inclusive, and the percentages of the total amounts allocated to each grantee eligible within such clauses i through iv may be adjusted by the State 911 Commission to ensure a proper allocation of incentive funds as more regional PSAPs and regional emergency communication centers are added. The amount allocated to a grantee may be adjusted or capped."

*Please note funding levels represent a surcharge of \$1.50; Allocations are subject to change at such time as the surcharge is reduced to \$1 on January 1, 2024.*

**6. Projected FY23 RECC Budget**

	YEAR	
	1	
	FY 2022 Draft Budget	% of Budget
<b>Regional Emergency Communications Center (RECC) Budget</b>		
<b>Personnel</b>		
Director's Salary	\$102,000.00	
Supervisors Salaries (2)	\$144,000.00	
Dispatcher Salaries (15)	\$919,152.00	
Overtime Allowance	\$210,000.00	
Admin. Assistant	\$62,000.00	
Fringe (OPBE) Benefits/Payroll Tax - 36%	\$419,454.72	
<b>Total for Personnel</b>	<u>\$1,856,606.72</u>	<b>96.20%</b>
<b>Other Non-personnel expenses</b>		
Maintenance Costs	\$24,000.00	
CAD/RMS License Fees	\$25,431.00	
Admin. Costs (legal-HR-Ins)	\$24,000.00	
<b>Total for Maintenance/Admin.</b>	<u>\$73,431.00</u>	<b>3.80%</b>
<b>Total for Dispatch Services</b>	<u>\$1,930,037.72</u>	<b>100.00%</b>
<b>State 911 - S&amp;I Grant</b>	\$983,638.00	<b>50.96%</b>

RECC minus State 911 Funds \$946,399.72 **49.04%**

**Cost per Community as RECC**

Braintree \$499,509.77  
 Randolph \$446,889.95

**Current Costs FY21 Budgets**

Braintree \$1,025,488.00  
 Randolph \$790,152.00

**Current Total Cost** \$ **1,815,640.00**

**Cost Savings per community**

Braintree \$ **525,978.23**  
 Randolph \$ **343,262.05**

**Total Savings** \$ **869,240.28**

**7. Cost Savings Summary**

This table below documents the savings that are anticipated from this cost-sharing effort, as outlined in the previous sections.

Community	Non-Recurring Capital Savings	Recurring Cost Savings	Total Savings
Braintree	\$1,025,488.00	\$525,978.23	\$1,551,466.23
Randolph	\$574,168.00	\$343,262.05	\$917,430.05
<b>TOTAL</b>	<b>\$ 1,599,656.00</b>	<b>\$ 869,240.28</b>	<b>\$2,468,896.28</b>

**Research & Planning**

**Professionalism of Communications Centers & Emerging Trends**

The primary goal of agency leaders interviewed was to increase the level of communication services to their communities and to their departments. Several the interviewees noted that a strength of an RECC is the development of long-term professional dispatch services. Professionalism is a determination of specific practitioners, methods, and performance criteria for a particular profession. The current trend of the 911 communication discipline is strongly focused on standards, best practices, personnel selection, training requirements, and utilization of technology. To enhance professionalism of communications centers requires a better understanding of the current plans to modernize emergency communications services nationwide. The trends are focused on:

- Increased capability to handle data, voice, and video;
- Inter-connect with other communications centers such as traffic management centers to coordinate movement of resources, personnel, equipment, and supplies;
- Enhance the cost effectiveness of human and technical resources;
- The integration of text messaging into our PSAP center operations and personnel training to meet societal

trends;

- Challenges of dealing with multiple calls for service to the same events from the transition from wire to wireless communication devices; and
- The increased prevalence of video recording among younger generations.

### **Geographic Information Systems (GIS)**

Nothing is more important to dispatching a call for service than location. The adage of “Location, Location, Location” cannot be truer than in responding to a Call for Service (CFS). An increasing number of dispatch centers are adding layers of geographic information fire hydrant, hazmat, and critical infrastructures in addition to homes and businesses. It also provides for better routing of resources.

### **Enhanced Technology**

Technology is making the combining of PSAP 911 Centers more cost effective through more robust communications systems, economy of scale in purchasing, establishment of dispatching and resource tracking standards, and increased employee morale through professionalism. Better dispatch systems in the marketplace allow greater ease of pass-off of resource control to Police, Fire, and EMS.

Additionally, strides are being made in the improved ability to work with the disabled through telecommunications devices for the hearing impaired, interpreting services for foreign languages, texting for the speaking impaired, and coordinating with local, country, state, and federal planning organizations for standards in address assignments.

Organizations actively improving communications infrastructures and standards development are:

- Massachusetts State 911 Department;
- APCO (Association of Public-Safety Communications Officials);
- NENA (National Emergency Number Association);
- USDOT (US Department of Transportation);
- IETF (Internet Engineering Task Force); and
- TIA (Telecommunications Industry Association).

### **Personnel Selection and Training Standards**

The Massachusetts Communications Supervisors Association (MCSA) provides recommendations for minimum basic training standards for full and part-time public safety telecommunicators or dispatchers in Massachusetts. Those standards include the following elements:

- Standards for telecommunicators for taking 911 calls and dispatching police, fire, and emergency medical services;
- In-service and continuing education standards; and
- Supervisor and center management standards.

### **FirstNet**

In response to the identified problems with the lack of radio interoperability for first responders to the September 11 attacks, the First Responder Network Authority (FirstNet) was created by Congressional action and is being planned and implemented throughout the country. Massachusetts is in the second year of planning this effort. FirstNet is establishing

a nationwide, interoperable public safety broadband network dedicated to first responders. In establishing this network, FirstNet is guided by these important principles:

- A public safety-grade network built to meet the needs of our nation’s first responders;
- Provide public safety users with true priority access to the network;
- Will harden the network to assist with resiliency during natural disasters, incidents, and man- made threats;
- Will enhance public safety communications by delivering mission-critical data and applications that augment the voice capabilities of today’s land mobile radio (LMR) networks;
- Enable local communications management and keep incident commanders in control;
- Be judicious with taxpayer dollars while remaining focused on offering its services to public safety at a compelling cost; and
- Will have effective security controls that protect data and defend against Cyber Threats.

### **Prior 911 Center Consolidation Research**

1. Thomas Kennedy and CTC, Inc. managed a research study from 1998 to 2000 for the National Institute of Justice, Office of Science and Technology, regarding a **Multijurisdictional Information Systems Assessment**. After analysis of 400 systems identified in paper surveys and then conducted an in-depth assessment of 17 diverse systems, including those provided by state, county, city, and regional agencies. The findings of that substantial study, that are very applicable for the development of RECC’s, concluded that the attributes of a successful multi-jurisdiction system were as follows:
  - Key **leaders** were identified as the most important reason these systems were successful;
  - **People** issues, not technology issues, were identified as being the most important factor in establishing an effective multi-jurisdictional information system;
  - Managers of virtually all the successful information systems examined were **thinking strategically**; and
  - Nearly all the systems developed **advisory boards** or steering committees to oversee long- term development of the system.

NIJ had the study conducted to identify a technology or process as the key to the success of the multi-jurisdictional system. The Study found that it was people who made the difference.

2. **Minnesota’s Governor’s Work Group on PSAP Consolidation, A Guidebook for PSAP Consolidation Strategies. 2009.** The Guidebook provides the most detailed document that has been published regarding the needed information regarding the process to consider the regionalization of emergency communication and then to implement the transition phase. An excerpt of the Executive Summary of the Guidebook provided the following:

The evolution of 911 technology and difficult economic times have encouraged both state and local governments, and public safety agencies to investigate the concept of shared services or consolidation. The simplest definition of consolidation is the combining of two or more PSAPs into a single facility and/or organization using one of several existing models. Though the consolidation process is often complex and difficult, it can yield substantial improvements in service levels, responder safety, employee retention, and potential cost savings if implemented correctly.

The Phases identified in the Guidebook include:

- Identifying a champion for the project
- Interest building for decision makers

- Feasibility Study
  - Planning Phase
  - Implementation/Transition Phase
  - Post consolidation Phase (service and technology)
3. The **John J. Heldrich Center for Workforce Development, Rutgers University, New Jersey** completed a comprehensive analysis of New Jersey's E911 system and the experience of other states with consolidation of 911 operations in 2005 - 2006. Key findings from that study were as follows:
- Local Officials in New Jersey and 911 officials from other states cite improved service and public safety as potential benefits of consolidation.
  - There are clear economies of scale in the cost of handling 911 calls.
  - There is potential for improved efficiency through consolidation of PSAPs (Public Safety Answering Points) and PSDPs (Public Safety Dispatch Points) that have a low workload or call volume.
  - Reducing the number of PSAPs and PSDPs has the potential to generate cost savings for state and local government.
  - State policy can influence the direction of 911 consolidation by creating a supportive environment.
4. At the **International Association of Chiefs of Police (IACP) Law Enforcement Information Management (LEIM)** conference in 2012, a presentation was made on Dispatch Consolation by public safety practitioners based upon the development and operational experience of a large regional emergency communication center in Indiana. The presentation provided that the benefits of a regional emergency communication center included the following:
- Long term cost savings potential
  - Better systems and service model
  - Opportunity to reduce duplication, share costs and focus on core mission (new public sector emphasis)
  - Improved employee retention and growth opportunities for dispatch personnel

The session also identified the likely challenges, which the presenters identified as:

- Political buy-in (need concept champion)
- Governance structure (key point)
- Cost sharing formulas (key point)
- Perception of a potential loss of control and organizational identity
- Adoption of a shared service model – differences must be resolved so there will be a consistent service provision approach/change management (business rules/protocols).

### **Research Within Massachusetts**

Thomas Kennedy, the principal consultant for this project, was the President at the Center for Technology Commercialization Inc. (CTC) who has conducted twelve feasibility studies involving forty-one (41) municipalities. Information was gathered from one hundred and ninety-eight (198) interviews that were conducted with Police and Fire Chiefs, Town Administrators, Mayors, police officers, fire fighters and dispatchers.

Below is a listing of the responses from interviewees to a standardized list of questions regarding the Strengths, Weaknesses/Concerns of RECCs as well as transition Recommendations to consider if their community joined or developed a RECC.

The top five cited Benefits of an RECC as believed by the interviewees are as follows:

1. Standardized/use of the same dispatch protocols

2. Resources – more dispatch personnel for major events and increased surge of 911 calls
3. Cost Savings, Financial Support – state contributions to center development and recurring costs
4. Enhanced Mutual Aid
5. More effective call taking and dispatching services for the public and emergency response

The top five cited Weaknesses/Concerns of an RECC as believed by the interviewees are as follows:

1. Labor issues – seniority
2. Keep out the dynamics of politics
3. Not having anyone at the PD window or to monitor prisoners
4. Loss of local knowledge, i.e., landmarks etc.
5. Need updated dispatch protocols

The top five cited recommendations for a successful transition to a RECC:

1. Need open communications/transparency
2. Work out labor / union issues
3. Provide a greater level of training opportunities
4. Transition training – dispatch protocols (SOPs and radio codes)
  - a. Local knowledge-landmarks, repeat callers and responder nuances
  - b. Requires:
    - i. Management coordination meetings
    - ii. Ride along with public safety personnel from new community
5. Requires clear cut plan
  - i. Best option
  - ii. Cost estimate including staffing and other recurring costs
  - iii. Policy and Procedures

## **Findings and Recommendations**

Braintree and Randolph are suited quite well to establish a Regional Emergency Communication Center (RECC) as they are similar in population, call volume, and have an existing working relationship with the public safety agencies, particularly the Police Department. Both communities, which are adjacent to each other, have high expectations of providing their dispatch services. The specific findings and recommendations are as follows:

1. It is feasible to Regionalize Braintree and Randolph into a single RECC. The purpose of doing such a move, as identified by the interviews of both community’s public safety personnel, would provide:
  - a. Financial assistance to catchup on lagging equipment, technology, and facilities upgrades
  - b. Financial assistance to temporarily relieve the costs of call taking and dispatching
  - c. Ability to handle surge of calls and major events
  - d. Bringing dispatch back to town (away from private ambulance company) should improve response times and help address the major ongoing safety concerns with our current system.
  - e. Additional dispatchers available to assist in large incidents would also be an improvement to our current (and former) setup
  - f. New facility designed for dispatch/communicators
  - g. Free up shift commander
  - h. Dispatchers in a separate building
  - i. **New equipment - Improving radio equipment / technology**

- j. Human element – career growth/pay and benefits
  - k. Dispatch – single focus on communications
  - l. Upgrade dispatch services
  - m. Call response immediate
  - n. Economy of scale
  - o. Hit a higher standard/more professional
  - p. Create culture for dispatcher that is appreciated
  - q. Space needs at PD limited
  - r. More efficient
  - s. Current FF contract calls to add 1 FF per shift if RECC formed
  - t. Communications will improve between Braintree and Randolph
  - u. Enhance Radio infrastructure
  - v. Unification of dispatchers in same space
  - w. Interoperability – standardized equipment, dispatch, and reporting software
  - x. More personnel of the street – no longer dispatching
  - y. Growth opportunities – supervisory positions
  - z. Better pay
  - aa. Better information sharing
  - bb. Redundancy – personnel and equipment
  - cc. Consistent training for dispatchers
  - dd. Direct supervision of dispatchers
  - ee. Relieves PD of oversight
2. Leverage the commitment and resources of Braintree to establish the RECC at the Thayer Building, 2 JFK Memorial Drive. The building has the space to accommodate the needed functions of a modern RECC.
  3. Utilize the analysis of governance structure options and the Draft Governance Document for a Hosted RECC in a separate department within the Braintree Town Government. This governance structure has been used effectively for RECCs in Massachusetts.
  4. Develop an outreach program to both communities to inform them of the enhanced capability of the RECC.
  5. Develop a plan to assess the administrative and security needs for the Braintree and Randolph Police and Fire Departments.;
  6. Develop uniform operational call taking and dispatching procedures for the RECC. Common operational policies and procedures for the RECC that meet the unique needs of the disciplines of the emergency response agencies to ensure the appropriate resources are provided at the time they are needed. The dispatch protocols should be governed by the appropriate rules and regulations to ensure performance standards are being maintained and community needs are being met. State 911 Department Standards, NFPA 1221, APCO and CALEA would provide guidance for the development of those documents. 560 CMR 2.00 requires that under Operational Standards (d) Call Handling Coordination/Negotiations that Municipalities participating in the implementation of 9-1-1 shall be responsible for coordinating with all public safety providers served by the PSAP. The new written operational policy and procedures become the basis for the training of dispatchers for the RECC and for the future accreditation of the center. Seek State 911 RECC Developmental Funding to implement the redesign of the Acton dispatch center floor plan as well as the needed technology items including radio system enhancements, a uniform administrative phone system, security systems where needed and a regional Computer Aided Dispatch (CAD) and Records Management Systems (RMS) using the

IMC/Tritech platform.

7. Develop a Transition Training Plan to incorporate all elements of required dispatch training as required by State 911, CAD/RMS, Dispatch Protocols, EMD and community knowledge.
8. Utilize the insight of the dispatchers and current public safety personnel to develop excellence in operational guidelines/practices for the citizens of both communities and their public safety services.

# Attachment A – Draft Governance Agreement

## INTERMUNICIPAL AGREEMENT FOR EMERGENCY COMMUNICATIONS AND DISPATCH SERVICES

THIS AGREEMENT entered this \_\_\_\_ day of \_\_\_\_\_, 2019 by and among the **TOWN OF BRAINTREE**, a Massachusetts municipality acting by and through its duly authorized Mayor, with a mailing address of 1 JFK Memorial Drive, Braintree, Massachusetts 02184 ("Braintree"), and the **TOWN OF RANDOLPH**, a Massachusetts municipality acting by and through its duly authorized Town Manager, with a mailing address of 41 South Main Street, Randolph, Massachusetts 02368 ("Randolph"). Braintree and Randolph shall sometimes be referred to herein as a "Town" or the "Towns."

### WITNESSETH:

**WHEREAS** the Towns are each empowered by law to staff, maintain and operate a public safety communications/dispatch center, which is a proper governmental function and service; and

**WHEREAS**, Braintree has offered to establish and maintain an emergency communications center located at 2 JFK Memorial Drive, Braintree (the "Braintree-Randolph Emergency Communications Center"), (BRECC), which is capable, within reasonable limitations, of providing emergency communications and dispatch services for the towns of Braintree and Randolph; and

**WHEREAS** Braintree and Randolph desire to have the Emergency Communications Center to serve as a regional emergency communications center providing emergency communications and dispatch services for both Towns (the "Regional Emergency Communications Center" or "RECC"); and

**WHEREAS** the Towns may, pursuant to Section 4A of Chapter 40 of the Massachusetts General Laws, enter into an inter-municipal agreement to perform jointly activities or undertakings which either of the Towns is authorized by law to perform; and

**WHEREAS** Section 18C of Chapter 6A of the General Laws authorized municipalities to enter into written agreements to provide for regional emergency dispatch services; and

**WHEREAS** the Towns intend that this Agreement shall set forth the terms and conditions of performing jointly the provision of emergency communications and dispatch services for both Towns, including the maximum financial liability of the Towns, in accordance with Section 4A of Chapter 40 of the Massachusetts General Laws;

**NOW THEREFORE**, in consideration of the mutual covenants and agreements set forth herein, the Towns agree as follows:

#### **1. Approval by State Agencies:**

Pursuant to Sections 18B and 18D of Chapter 6A of the Massachusetts General Laws, this Agreement is subject to review and approval by the State 911 Department, within the

Massachusetts Executive Office of Public Safety. After executing this Agreement, the Towns shall forthwith apply for a regional Public Safety Answering Point, as that term is defined by Section 18A of Chapter 6A of the Massachusetts General Laws (“PSAP”). As part of the Towns’ application, Paxton shall provide a letter indicating that Randolph has designated Braintree as Randolph’s PSAP because of this Agreement (contingent upon approval). If the required approvals, described in this Section 1, are not obtained on or before \_\_\_\_\_, this Agreement shall terminate, and all obligations of the Towns under this Agreement shall cease.

**2. Service:**

Braintree shall use the RECC to furnish emergency police, fire and emergency medical communication and dispatch services to Randolph, said services being substantially the same as those rendered to Holden. Those services shall include:

- (a) Receiving emergency and routine calls for police, fire, and emergency medical services, in addition to emergency calls for public works, municipal light, and animal control services;
- (b) Directing a response to said calls by either dispatching the appropriate police, fire or medical unit or forwarding of the call to the appropriate department or agency for response;
- (c) Providing on-going communication support to emergency personnel in the field;
- (d) Maintaining dispatch logs and 911 recordings as required by law;
- (e) Providing data and records from/to the Criminal Justice Information Services (CJIS), the Criminal History Systems Board (CHSB) and the National Crime Information Center (NCIC);
- (f) Updating, maintaining, and managing the radio communications systems, computer systems, support files and resource materials necessary to accomplish the above, excluding radio equipment and infrastructure exclusively utilized by Randolph; and
- (g) Any other service or duty required by law of a PSAP.

**3. Discretion Regarding Manner of Providing Service:**

- (a) The Director of Emergency Communications shall have final decision-making authority regarding all matters involving the day-to-day operation of the RECC.
- (b) The Director of the RECC in collaboration with the police and fire chiefs of Braintree and Randolph, or their designees, shall develop consolidated written procedures for the operation of the RECC governing the deployment of emergency services in Randolph (the “Dispatch Protocols”).
- (c) The Director shall make reasonable efforts to ensure that the Randolph approved Dispatch Procedures are followed by the RECC.
- (d) Notwithstanding the foregoing, the Towns agree that any incident involving a life-threatening situation shall receive the highest priority of communications and dispatch.

- (e) In the event of a failure of the RECC communications network or the PSAP, Braintree shall have the authority to implement emergency procedures to manage the event. The Towns shall agree upon emergency procedures as part of the materials submitted to the State 911 Department. The emergency procedures may be reviewed and updated by the Towns on an annual basis.

#### **4. Administrative Board:**

- a) The Administrative Committee shall be comprised of the Mayor of Braintree and the Town Manager of Randolph or their designee. The Board shall meet at least semi-annually, or more frequently as necessary, and advise the Town of Braintree regarding the budget and operations of the BRECC.
- b) The Administrative Board shall have the authority to:
- Approve the annual operating and staffing plans of the BRECC and changes thereto, in conformance with applicable standards.
  - Approve operating policies and procedures that govern operating policy and procedures of the BRECC in conformance with applicable standards.
  - Establish subject matter expert panels from within the member communities to assist the Braintree Human Resource Director with the hiring of personnel for the BRECC.

#### **5. Operations Committee:**

- c) There will be an established Operations Committee to provide general oversight of the performance of the District, including operational protocols and procedures. The Police Chief and Fire Chief for each participating community shall serve as their community's respective representatives on the Operations Committee.
- d) The Police Chief and Fire Chief for each Participating Community may also appoint an alternate representative to serve in place of the primary Committee representative in the event the primary Committee representative cannot serve at one or more meetings of the Committee. An alternate representative shall have the authority to vote in the name and stead of the person who appointed him/her. The Participating Communities shall each have one (1) vote on the Operations Committee to act upon matters before the Committee. Votes shall only be cast in accordance with Paragraph 4(H) below. A Committee representative shall cease to be a Committee representative if his/her community ceases to be a party to this District Agreement.
- e) There will be an established Operations Committee to provide general oversight of the performance of the District, including operational protocols and procedures. The Police Chief and Fire Chief for each participating community shall serve as their community's respective representatives on the Operations Committee.

#### **6. Radio Systems:**

- (a) Randolph shall obtain and keep current all licenses relating to its frequencies granted by the Federal Communications Commission (FCC) under Part 90 of the FCC rules and regulations. Randolph shall notify Braintree at least 90 days prior to filing any application with the FCC to modify any component of the Town's FCC license to operate the radio systems. The Towns shall operate the radio system in accordance with Part 90 of the FCC rules and regulations.

- (b) The costs associated with any decision by Randolph to change Randolph's radio system, including the addition of base stations, receiver sites, or new telecommunications infrastructure, but excluding a plan for interoperability between the Towns' respective radio systems, shall be paid for by Randolph or through an approved Development Grant by the State 911 Department.
- (c) Equipment purchased by Braintree with funds from the State 911 Department or another grant source that resides within the Town of Randolph shall be owned and maintained by Randolph.
- (d) Randolph will be responsible for future upgrades and improvements to their radio systems. Braintree will work with Randolph to seek State 911 Department grant funding for the upgrades.

**6. Media Inquiries:**

Media Inquiries regarding the operation of the RECC personnel shall be referred to the Director. Media inquiries regarding Randolph personnel shall be referred to the appropriate Police or Fire Chief of the Town of Randolph or their designee. Media inquiries concerning specific incidents under the jurisdiction of one of the Towns' respective police, fire, or emergency medical services (EMS) provider shall be directed to the appropriate department.

**7. Reporting:**

Within five (5) business days of Braintree's receipt of the quarterly report issued to PSAPs by the Statewide Emergency Telecommunications Board, a copy of said report shall be provided to Randolph.

**8. Emergency Communications/Dispatch Fee:**

- (a) Randolph shall pay an Emergency Communications/Dispatch Fee (the "Fee") to Braintree for the services provided under this Agreement. The Fee shall be determined as follows:

Community	911 Calls Volume 2020	911 Calls Only	Population 2018	Population Only	50% 911 Calls 50% Population
Braintree	13,899	51.25%	35,744	52.68%	52.78%
Randolph	12,383	48.75%	32,112	47.32%	47.22%
<b>TOTAL</b>	26,282	<b>100.00%</b>	<b>67,856</b>	<b>100.00%</b>	<b>100.00%</b>

[The "50/50 Ratio" for each respective Town shall be applied to the total annual cost for operating the RECC. The resulting share of the total cost shall be the amount payable by each Town, as its Fee.]

- (b) By no later than October 1<sup>st</sup> of each year after the initial service year of this Agreement, Braintree shall provide Randolph with notice of the Fee to be charged for the next fiscal year.
- (c) At the beginning the budget planning cycle for each fiscal year after the initial service year of this Agreement, the variables of Population will be updated according to the most recent records of the Town Clerks of each town, and the variable of '911 Call Volume' will be updated using the most recent statistics from the Computer Aided Dispatch System at the RECC. The Fee will then be re-calculated based on the updated variables but according to the above ratio.

- (d) The Fee will be applied to the Annual Budget for the RECC that is developed by Braintree. This Budget will represent the calculations of the total operating costs for the RECC and will display the amount of reimbursement that the State 911 Department may provide.
- (e) Payment of the Fee will be initiated after Paxton becomes operational in the RECC.

**9. Payments:**

Randolph shall make quarterly payments of the Fee to Holden, payable on the same day that quarterly tax payments are due in Braintree. Quarterly invoices shall be mailed to Paxton not later than thirty (30) days before the due date. If payment is not received by the due date, a second notice shall be sent by certified mail. Braintree may seek any available legal remedy to obtain payment on amounts due.

**10. Assignment:**

No assignment or other transfer of any right or obligation under this Agreement shall be made by either of the Towns, and any attempt to so assign or transfer such right or obligation shall be a breach of this agreement and the assignment shall be of no effect.

**11. Dispute Resolution:**

- (a) No suit upon any claim or cause of action upon, or for damages upon, by reason of, or arising from, this Agreement or its non-performance or faulty performance, shall be filed or maintained by either of the Towns unless notice of such claim or cause of action is first given to the other Town at its address, above given, not less than thirty (30) days prior to filing, and in every case within a reasonable time under the circumstances from the date upon which limitation would commence to run against such claim or cause of action on behalf of the claimant Town.
- (b) In the event any dispute of any kind should arise between the Towns concerning this Agreement or a purported breach thereof, such dispute may be submitted first to the Braintree Director of Emergency Communications and police or fire chiefs of Randolph. The chiefs shall meet within ten (10) business days of receipt of the matter to discuss a resolution of the dispute. If, after twenty (20) business days, the two chiefs have been unable to resolve the dispute to the mutual satisfaction of the Towns, then the Towns may, by mutual agreement, submit the dispute to mutually acceptable arbitrator qualified the American Arbitration Association. The proceedings before said arbitrator shall be governed by the rules and regulations of said Association, and the award and determination of said arbitrator shall be binding and conclusive upon the Towns, and the Towns herewith agree to abide by the arbitrator's determination. Any costs associated with arbitration shall be split evenly between the Towns.
- (c) The Towns may also mutually agree to use other forms of alternative dispute resolution, including mediation, to address disputes arising under this Agreement.
- (d) Notwithstanding any other provision herein, the Towns reserve the right, either in law or equity, by suit, and complaint in specific performance, or other proceeding, to enforce or compel performance of any or all provisions of this Agreement.

**12. Liability:**

Pursuant to Section 4A of Chapter 40 of the Massachusetts General Laws, each of the Towns shall be liable for the acts and omissions of its own employees and not for the employees of any other agency in the performance of this Agreement to the extent provided by Chapter 258 of the Massachusetts General Laws (the Massachusetts Tort Claims Act). By entering into this Agreement, neither of the Towns has waived any governmental immunity or limitation of damages which may be extended to them by operation of law. Notwithstanding the forgoing, Braintree shall not be liable for damages cause by any failure to provide services arising out of an Act of God, loss of power, or any other cause beyond its reasonable control.

**13. Amendments:**

This Agreement may only be amended by a written document duly executed by both Towns.

**14. Termination:**

Either of the Towns may terminate this Agreement upon giving written notice of five (5) years prior to the date of such termination. Upon such written notice, Randolph shall immediately undertake efforts and exercise due diligence, to secure a suitable primary PSAP and dispatch location.

**15. Term of Agreement:**

This Agreement is intended as a long-term obligation of each of the Parties consistent with the time limitation set forth in Section 4A of Chapter 40 of the Massachusetts General Laws. After a two-year developmental period during which the connectivity for the communication and information systems will be established between Holden and Paxton, the initial term of this Agreement shall be for five (5) years. Unless earlier terminated as set forth herein, this Agreement shall automatically renew every five (5) years on the anniversary of the Commencement Date for additional terms of five (5) years each and shall expire twenty-five (25) years from the Commencement Date.

**16. Maximum Financial Liability:**

The maximum extent of each Town's financial liability in connection with all contracts, grants, agreements, and/or services, as entered into by the Towns pursuant to this Agreement, shall not exceed the amount validly appropriated by, or available to, each Town for said purpose.

**17. Financial Safeguards:**

Braintree shall, on an annual basis, provide to Randolph a report containing accurate and comprehensive records of the services performed under this Agreement, including the call volumes as well as the costs incurred, and any reimbursements and contributions received for such services, and (ii) financial statements for the RECC.

**18. Notices:**

All notices required or permitted by this Agreement shall be in writing and shall be sent by certified mail, postage prepaid:

If intended for Braintree:

Director of Emergency Communications  
2 JFK Memorial Drive  
Braintree, MA 02184

*with a copy to:*

Braintree Mayor  
1 JFK Memorial Drive  
Braintree, MA 02184

If intended for Randolph:

Randolph Chief of Police  
41 South Main Street  
Randolph, MA 02368  
Or

Randolph Fire Chief  
10 Memorial Parkway  
Randolph, MA 02368

*with a copy to:*

Randolph Town Manager  
41 South Main Street  
Randolph, MA 02368

**[SIGNATURES ON NEXT PAGE]**

## **Attachment B – RECC Plan at Thayer Building**



OLD THAYER LIBRARY  
PROJECT

2 J.F.K. Memorial Drive  
Braintree, MA. 02184



FIGURE 010101

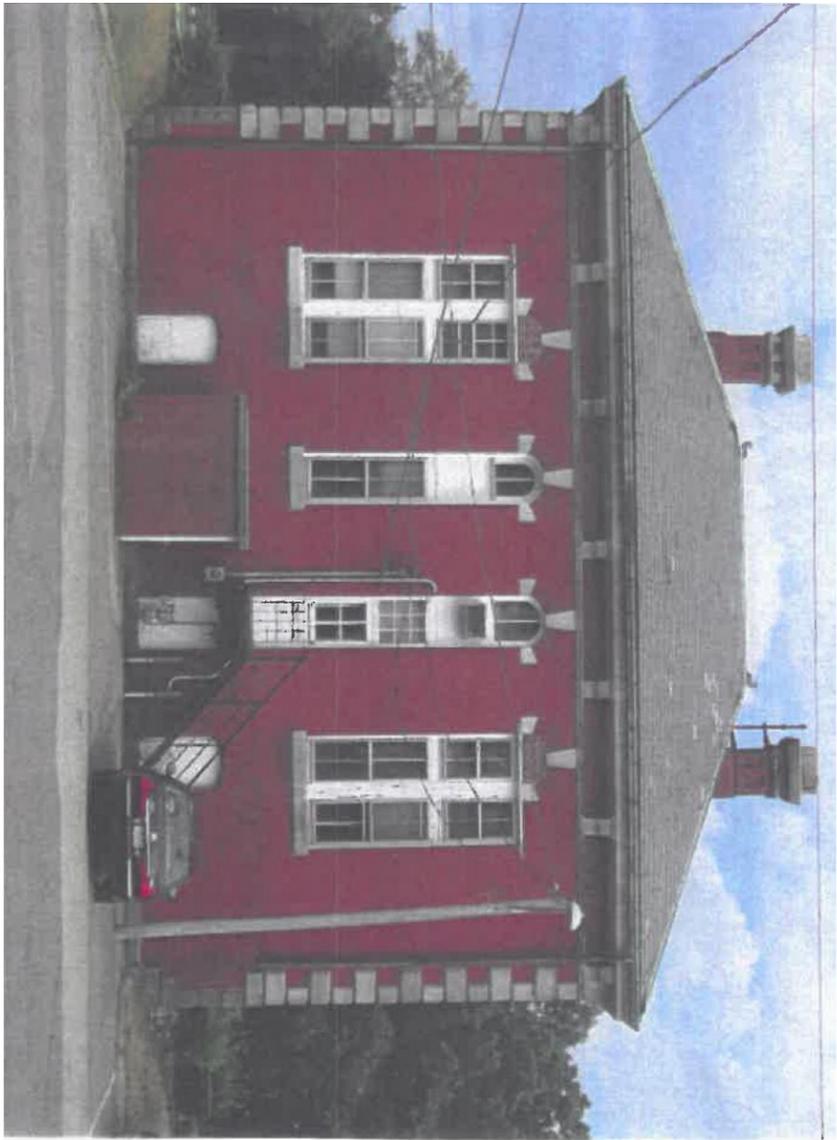


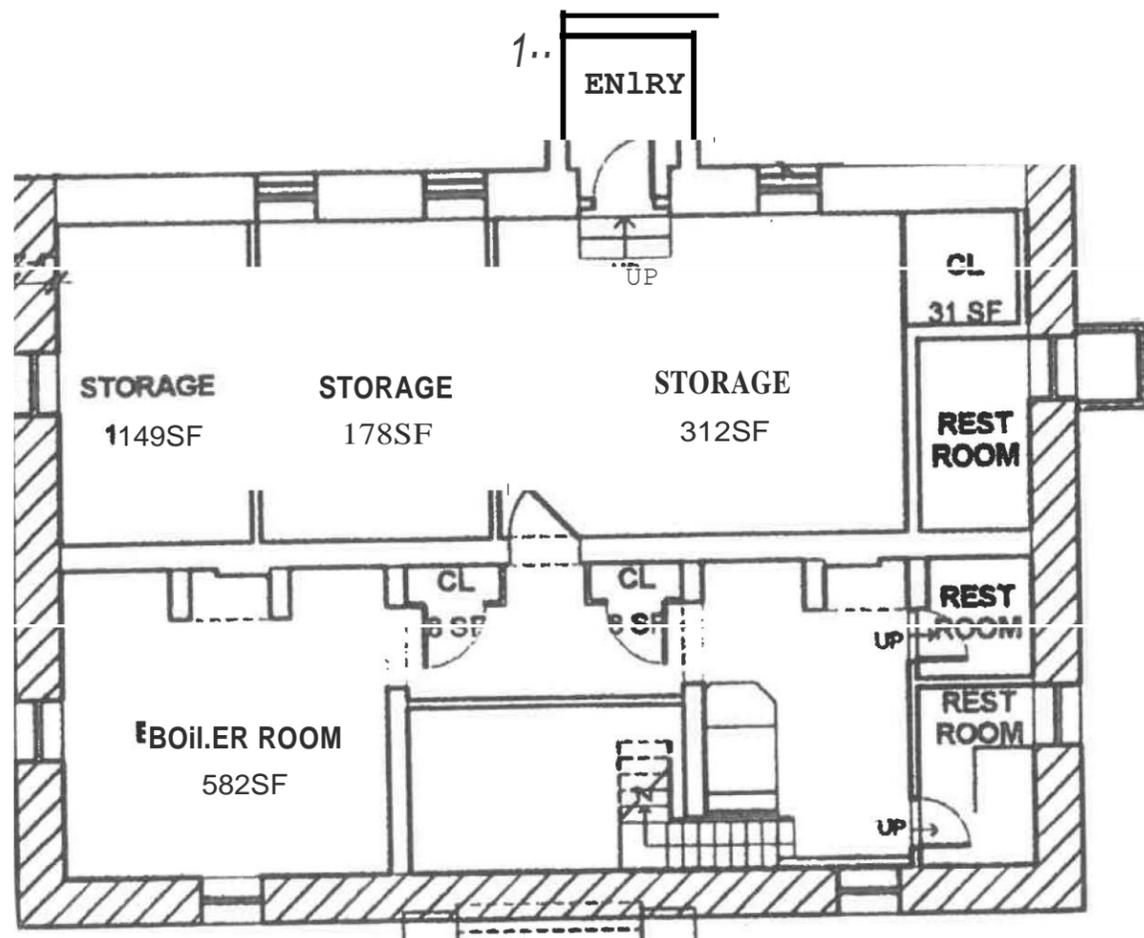
FIGURE 010102

DATE: 6-9-21 DRAWN BY:  
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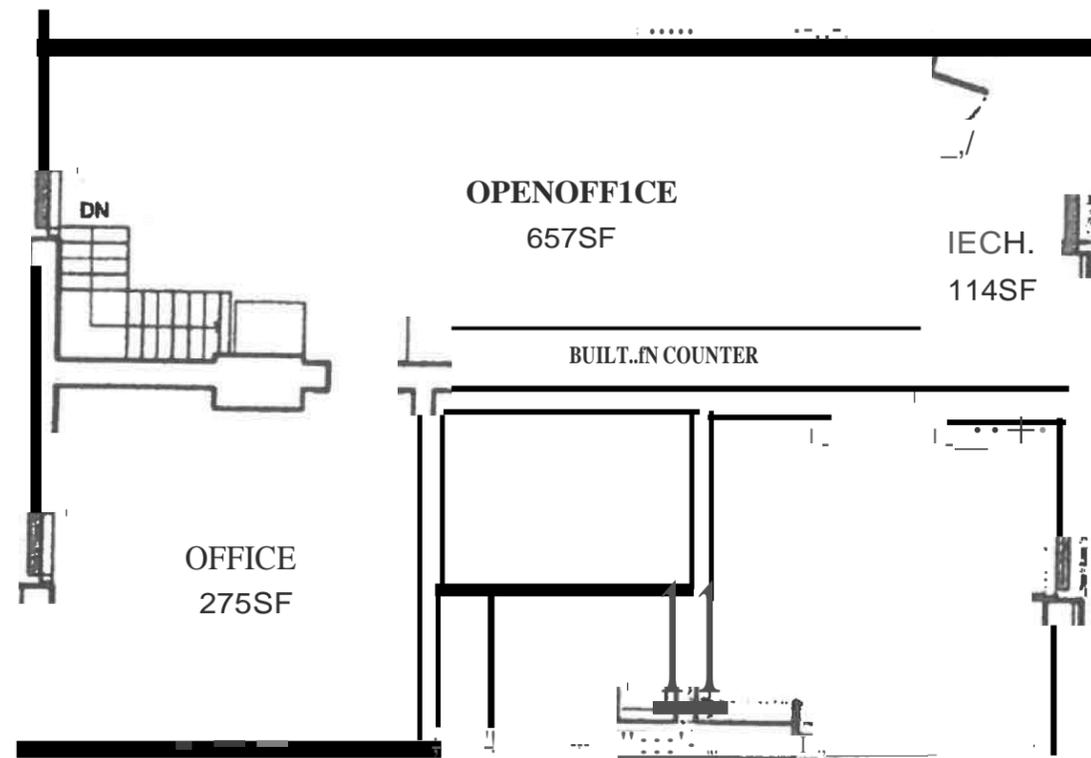
**OLD THAYER LIBRARY PROJECT**  
2 J.F.K. Memorial Drive  
Braintree, MA. 02184

EXISTING CONDITIONS

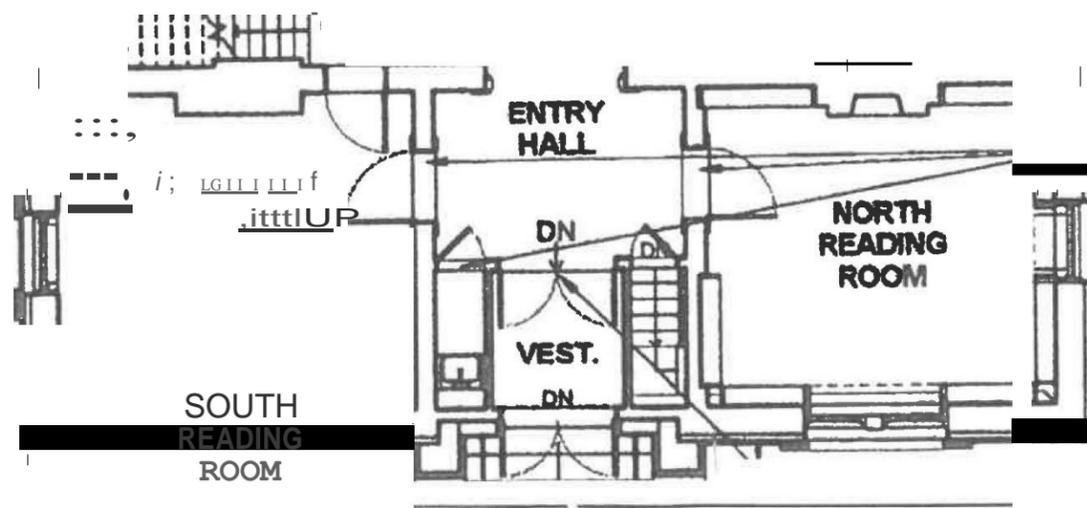




EXISTING BASEMENT FLOOR PLAN



EXISTING FIRST FLOOR PLAN



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EXISTING SECOND FLOOR PLAN

STACK ROOM 808SF

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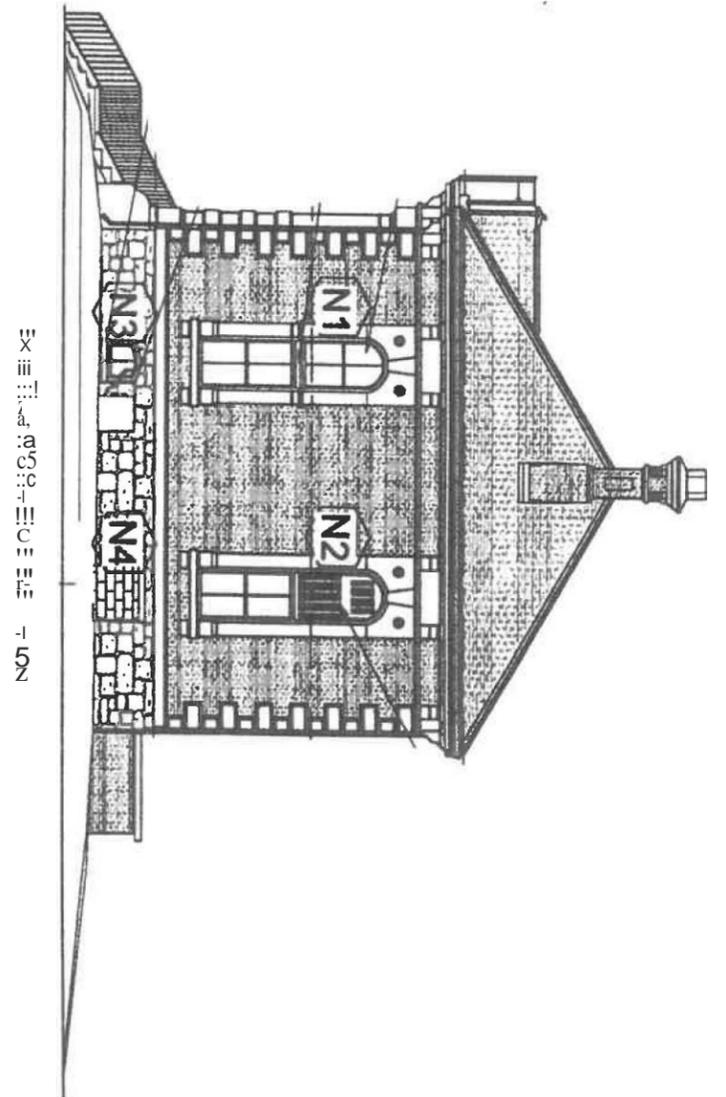
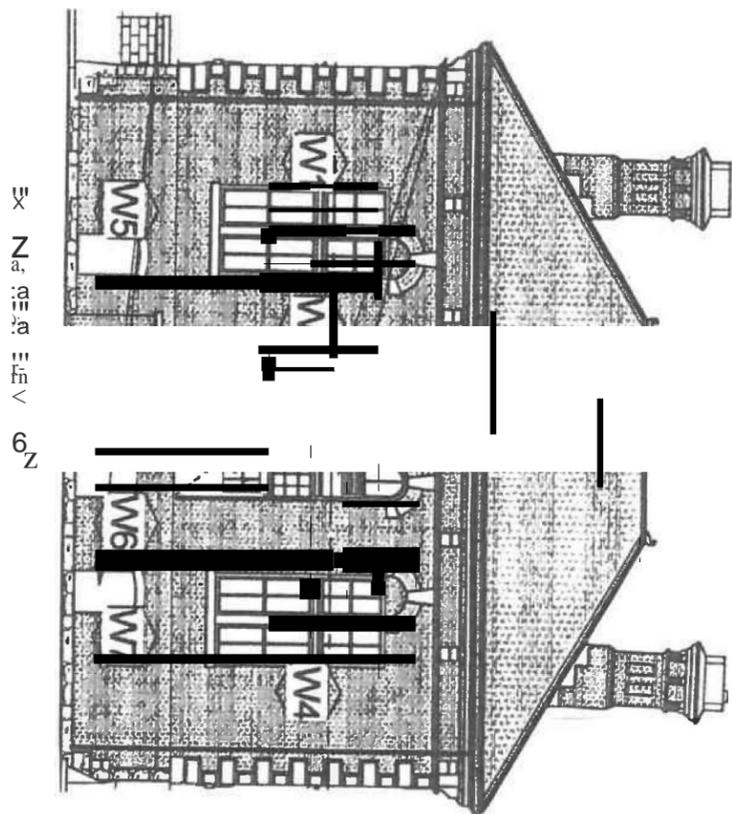
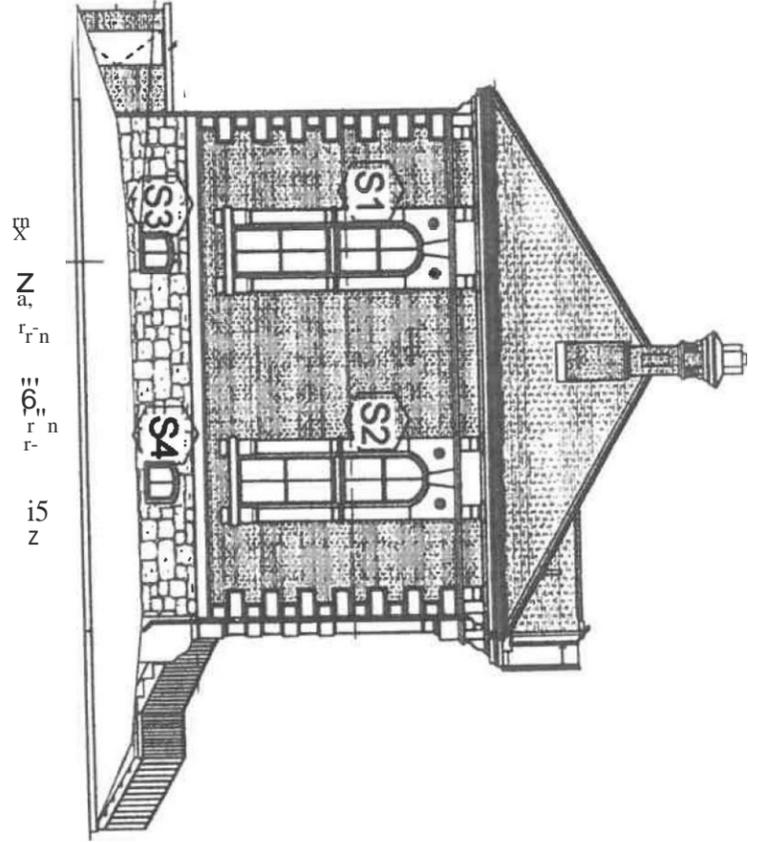
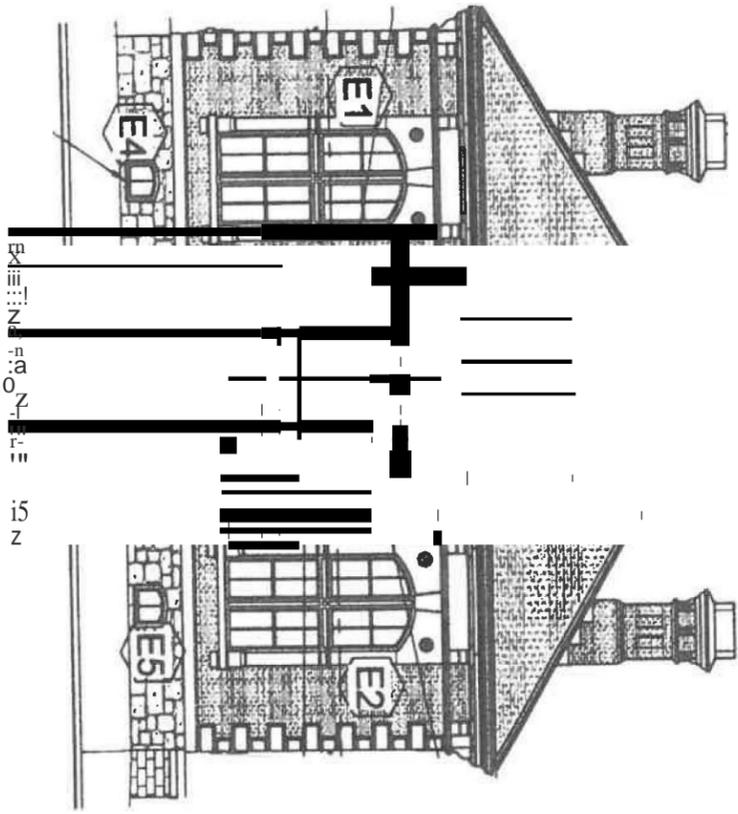
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OLD THAYER **LIBRARY** PROJECT  
 2 J.F.K. Memorial Drive  
 Braintree, MA. 02184

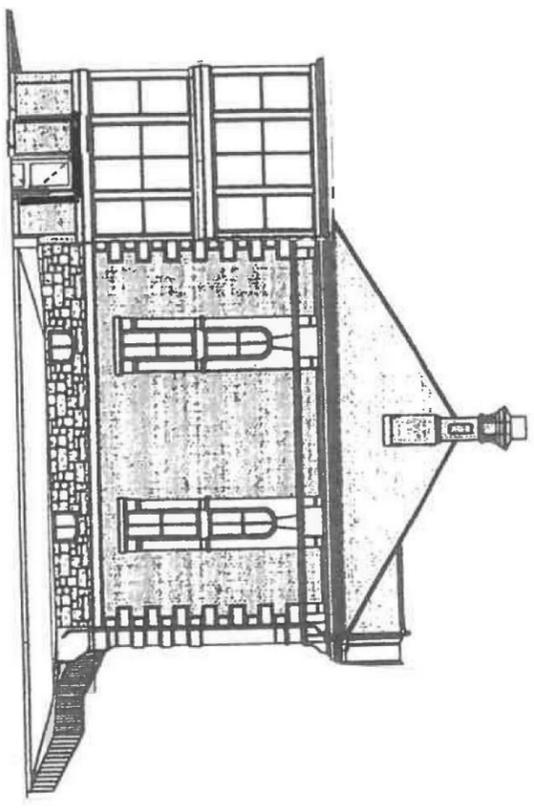
DATE: 6-9-21 DRAWN BY:  
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EXISTING ELEVATIONS

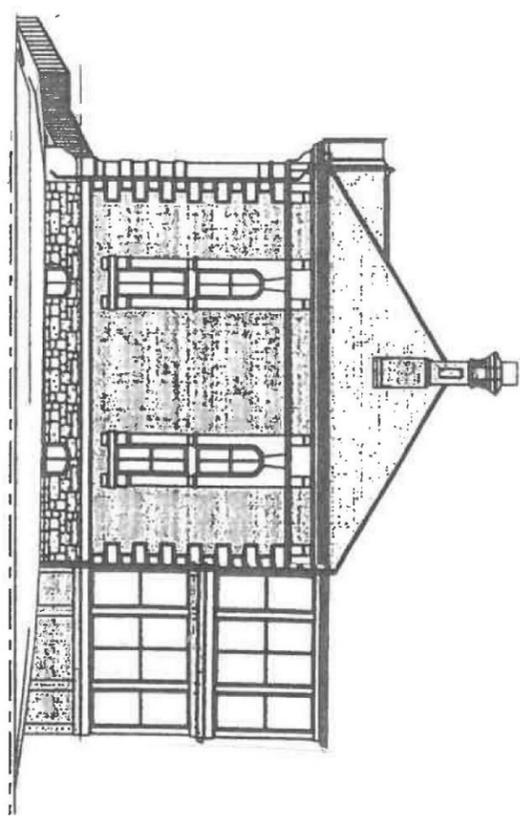




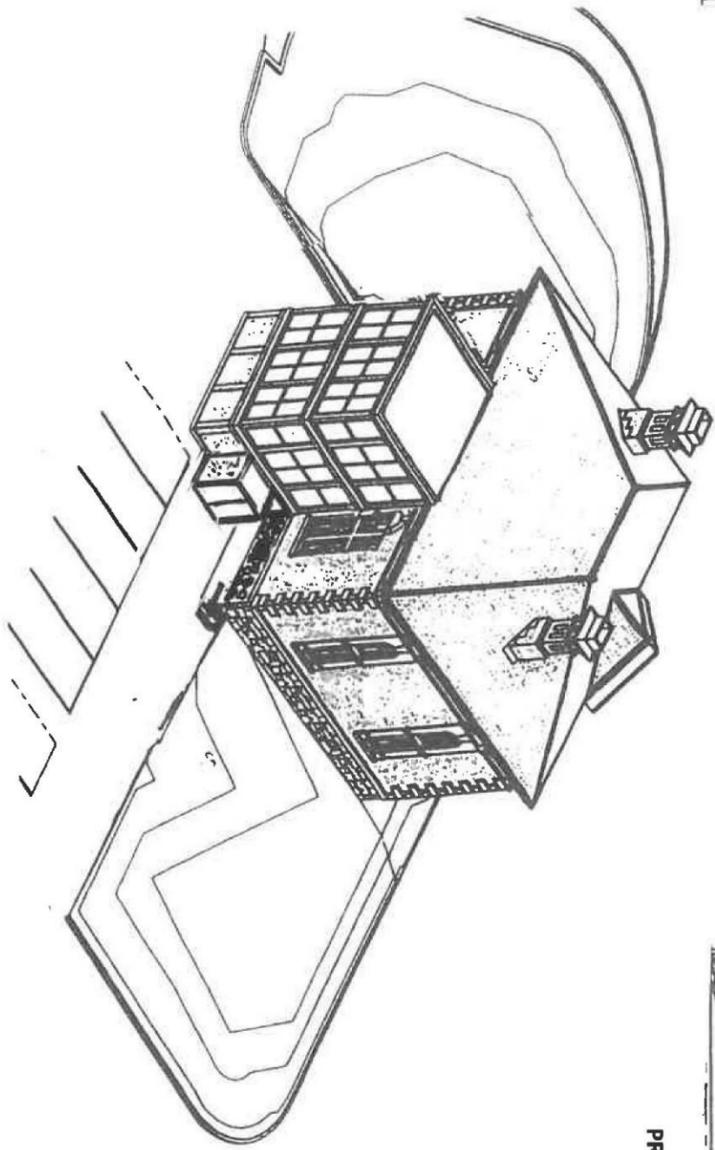




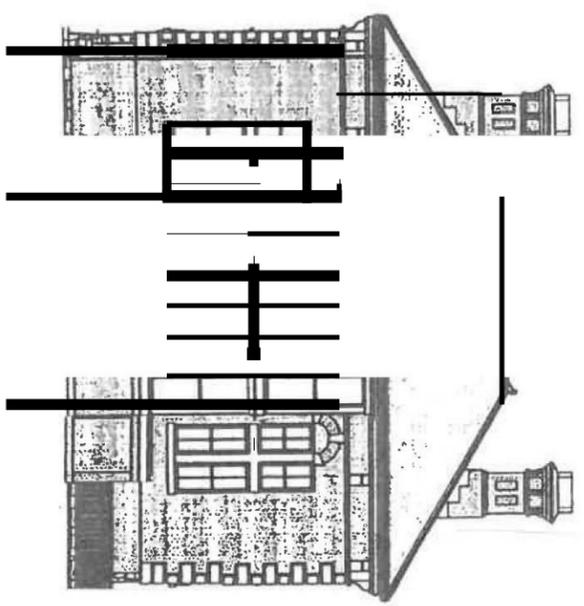
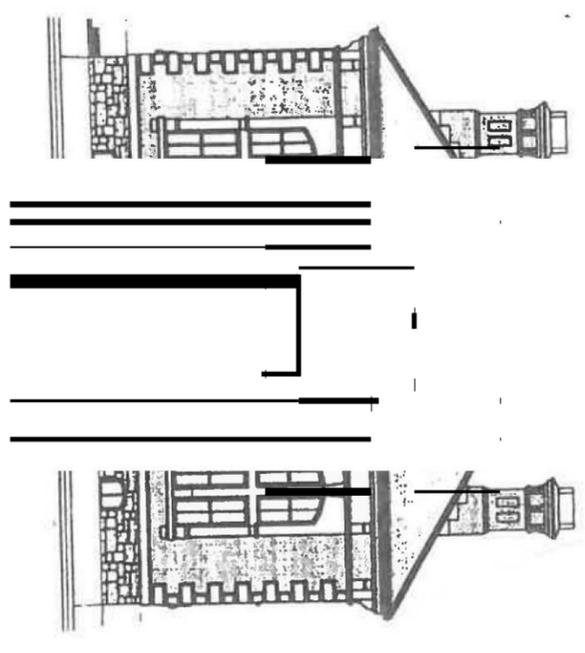
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PROPOSED I



PERSPECTIVE PLAN





**Attachment B: FY2023 Grant Application**

**Commonwealth of Massachusetts**

**Executive Office of Public Safety and Security  
State 911 Department**



**State 911 Department**

**Regional Public Safety Answering Point and Regional Secondary Public Safety Answering  
Point and Regional Emergency Communication Center  
Development Grant Application**

**Fiscal Year 2023**

**All applications must be received by 5:00 P.M. on Thursday, March 3, 2022.**

For the FY 2023 Development Grant cycle, applications will be accepted by mail, hand delivery at the address below, or COMMBUYS ([www.Commbuys.com](http://www.Commbuys.com)). All applications must be received by the deadline of 5:00 PM on Thursday, March 3, 2022. It is the responsibility of the applicant to ensure its application is received, regardless of the manner of delivery, by the application deadline.

**State 911 Department  
151 Campanelli Drive, Suite A  
Middleborough, MA 02346  
Attn: Regional PSAP and RECC Development Grant Program**

FISCAL YEAR 2023 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY PSAP AND RECC DEVELOPMENT GRANT

Applying to be: (please check one)

- Regional Emergency Communication Center  
 Regional PSAP  
 Regional Secondary PSAP

1. **Name of Entity** Town of Braintree  
Address 1 John F. Kennedy Memorial Drive  
City/Town/Zip Braintree MA 02184  
Telephone Number 781-794-8000  
Fax Number \_\_\_\_\_  
Website https://braintreema.gov/
2. **Name/Title of Authorized Signatory** Mayor Charles C. Kokoros  
Telephone Number 781-794-8100  
Fax Number \_\_\_\_\_  
Email Address mayorsoffice@braintreema.gov
3. **Name/Title of Program/Contract Manager** Lorraine See  
Telephone Number 781-794-8144  
Fax Number \_\_\_\_\_  
Email Address lsee@braintreema.gov
4. **Total Grant Program funds requested.** \$ 7,780,956.46

5. **Goal and Desired Outcome**

Through its submission of this application to the State 911 Department, the applying governmental entity affirms that the primary goal of the State 911 Department Regional and Regional Secondary PSAP and Regional Emergency Communication Center Development Grant program is to support the development and startup of regional and regional secondary PSAPs and regional communication centers, including the expansion or upgrade of existing regional and regional secondary PSAPs, to maximize effective emergency 911 and dispatch services as well as regional interoperability.

6. *Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the grant guidelines.*

Signed under the penalties of perjury this 3rd day of March, 2022



ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY

FISCAL YEAR 2023 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY PSAP AND RECC DEVELOPMENT GRANT

**BUDGET WORKSHEET**

CATEGORY	TOTAL
A. PSAP 911 CPE for Regional Secondary PSAPs <b>Current Regional Secondary PSAPs only and requires pre-approval.</b>	\$
B. Professional Services	\$
C. Project Management Services	\$
D. Transition Expenses	\$
E. Architectural and Engineering Services	\$
F. Construction	\$
G. Equipment	\$
H. Purchase of a Building	\$
<b>TOTAL*</b>	\$

\*Total amount must exactly match amount requested on application cover page

# APPLICATION NARRATIVE

## Section 1. Project Overview

- **Proposed Project**

The Towns of Braintree and Randolph participated in a Feasibility Study to establish a Regional Emergency Communications Center (RECC) for both communities. The Study found that Braintree and Randolph are well-suited to establish a RECC, as they are neighboring communities and similar in population, culture, and call volume. The study found that both communities would benefit both financially and operationally from the establishment of the RECC. Each municipality has elevated expectations for the provision of dispatch services.

Braintree and Randolph metrics that impact on the demand for emergency call-taking and dispatching services are provided in the following table.

Metrics	Braintree	Randolph	Total
Population 2020	35,744	32,112	67,856
911 Calls	13,899	12,383	26,282

- The nearest RECC is the Holbrook Regional Emergency Communication (HRECC). The reasons why Braintree and Randolph are forming a RECC vs. joining the HRECC are two-fold:
  - a) Both communities are neighbors and have strong working relationships with each other. Virtually every day, police department personnel are backing each of the communities officers up on calls. This is a daily practice. Both communities are similar in the size of the population and the 911 call volume.
  - b) The total amount of 911 calls recorded by the State 911 Department systems is 26,282. The amount of the HRECC 911 calls in the same categories was 23,628 in 2020. Although we understand that there is growth capability in the HRECC, we are also aware of several other communities in the process of considering the opportunity of joining that Center. We do not want to impede those communities joining the HRECC or for Braintree and Randolph to join and overwhelm the HRECC. The communities that currently rely upon the HRECC for emergency communication services are as follows:
    - Abington Police and Fire Departments
    - Canton Fire Department, secondary
    - Holbrook Police and Fire Departments
    - Rockland Police and Fire Departments
    - Sharon Fire Department and secondary
    - Whitman Fire Department
    - Norfolk County Control Point for Fire District 4 and Hazmat East Control Point
- RECC Site: The Town of Braintree has offered the former public library at 2 JFK Memorial Drive (the Thayer Building) in Braintree as a potential site of the RECC. The site has sufficient space for the RECC to accommodate the appropriately designed dispatch floor space for six (6) dispatch positions and an administrative office, locker room space, a utility room, a radio/IT room, a training/meeting room, and storage space. Draft plans calls for handicap accessible accommodations into the building and from the first floor to the second floor.
- Project plan envisions that during the first year the following will be accomplished:
  - a. A project manager will be hired as soon as the State 911 Development Grant is awarded (See attached quote).
  - b. Renovations of building will include handicap accessible accommodations to be integrated into the building including the installation of an elevator from the first floor to the second floor, installation of a heating and air conditioning system, new men and women bathroom and locker space, a training room, a mechanical/technology room, and administrative office space. Recent upgrades to the facility

have included the installation of a new roof, exterior veneer repointing and window glazing. The required construction costs to make it operational would include the following:

- i. New Electrical
  - ii. New fire protection system
  - iii. New HVAC
  - iv. New plumbing
  - v. Interior renovations (floors, walls, ceilings, and windows)
  - vi. Building addition for new elevator and stairwell
    - ❖ Based on the initial plans and the volatile building market : The Town of Braintree Facility Manager provided an estimate of \$4.5 to \$5.5 million. Depending upon the amount of the Development Grant Award the Town of Braintree will follow state guidelines for a design, built quote from the appropriate number of contractors and will submit the desired quote to the State 911 Department for approval.
- c. Design, procurement of layout, dispatch workstations and other dispatch furniture for the communications center will be completed and installed (see attached Xybix Systems Inc. quote)
  - d. Radio System: Radio consoles and the dispatch communications systems will be purchased and installed. Engineering will be conducted, and equipment purchased to eliminate the radio coverage gaps in both the Braintree and Randolph systems to ensure interoperability between the center police and fire personnel for both Braintree and Randolph. (see attached Cyber Comm. quote).
  - e. Computer Aided Dispatch and Records Management System (CAD/RMS) will be purchased and installed (see attached ProPhoenix quote.)

- **Project Timeline**

- i. July 1, 2022, to June 30, 2023 – Project Manager hired for the duration of the project,
- ii. July 1, 2022, to June 30, 2023 - Renovation of Thayer Building into a RECC site.
- iii. April 1, 2023, to June 30, 2023 – Design and purchasing of the center furniture will completed and installed.
- iv. October 1, 2022, to June 30, 2023 – Engineering of radio coverage in both communities will be completed and purchasing of radio equipment for the consoles, center communication requirements and system equipment to address the radio coverage gaps will be purchased and installed.
- v. October 1, 2022, to June 30, 2023 – regional CAD/RMS software will be purchased and installed.

- **Positive impact on regional/multi community public safety**

The Public safety leadership of both communities identified the following benefits that a RECC would provide during the Feasibility Study period:

- a. Financial assistance to catch up on lagging equipment, technology, facilities upgrades, as well as to temporarily relieve call-taking and dispatching costs;
- b. Bringing dispatch back as a governmental operation (and away from the private ambulance company) should improve response times and help address the major ongoing safety concerns with the current system;
- c. Additional dispatchers available to assist in large incidents, major events, and call surges would be an improvement to the current (and former) setup;
- d. New facility designed for dispatch/communicators;
- e. Free up shift commander;
- f. Dispatchers in a separate building;
- g. New equipment – improving radio equipment/technology;
- h. Career growth/pay and benefits for dispatchers and supervisors;
- i. Dispatch – single focus on communications;
- j. Upgrade dispatch services;
- k. Call response immediate;
- l. Economy of scale and overall efficiency gains;

- m. Hit a higher standard/more professional;
- n. Create culture for dispatcher that is appreciated;
- o. Space needs at PD limited;
- p. Current FF contract calls to add 1 FF per shift if RECC formed;
- q. Improved communications and information sharing between Braintree and Randolph;
- r. Enhance radio infrastructure;
- s. Unification of dispatchers in same space;
- t. Interoperability – standardized equipment, dispatch, and reporting software;
- u. More personnel on the street – no longer dispatching;
- v. Redundancy – personnel and equipment;
- w. Consistent training for dispatchers;
- x. Direct supervision of dispatchers; and
- y. Relieves PD of oversight of dispatch.

- **Wireless Direct Plan**

The Town of Braintree has filed their Wireless Direct Plan and currently receives all Phase I and II wireless 911 calls. The development of the future RECC will continue to receive all wireless 911 calls.

- **Status of Active Development Grants**

The Towns of Braintree and Randolph do not have any Development Grant awards.

## **Section 2. Funding Request**

### **Construction for Thayer Building to RECC site**

- a. Renovations of building will include handicap accessible accommodations to be integrated into the building including the installation of an elevator from the first floor to the second floor, installation of a heating and air conditioning system, new men and women bathroom and locker space, a training room, a mechanical/technology room, and administrative office space. Recent upgrades to the facility have included the installation of a new roof, exterior veneer repointing and window glazing. The required construction costs to make it operational would include the following:
  - i. New Electrical
  - ii. New fire protection system
  - iii. New HVAC
  - iv. New plumbing
  - v. Interior renovations (floors, walls, Ceilings, and windows)
  - vi. Building addition for new elevator and stairwell
    - ❖ Based on the initial plans and the volatile building market: The Town of Braintree Facility Manager provided an estimate of \$4.5 to \$5.5 million. Depending upon the amount of the Development Grant Award the Town of Braintree will follow state guidelines for a design, built quote from the appropriate number of contractors and will submit the desired quote to the State 911 Department for approval.

Radio system for RECC consoles, correct radio coverage gap areas and to replace outdated subscriber radios.

**BRAINTREE PD & FD INFRASTRUCTURE EQUIPMENT**

**MOTOROLA GTR8000 REPEATER**

- MA STATE ITT57 CONTRACT  
- MOTOROLA SOLUTIONS INC. INVOICE

1	2	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - DIGITAL CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: POLICE DEPARTMENT ROCKDALE & WATER TANK	\$ 22,900.00	\$	45,800.00
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2	1	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: FIRE DEPARTMENT WATER TANK	\$ 14,000.00	\$	14,000.00
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**MOTOROLA GPW8000 SATELLITE RECEIVER**

- MA STATE ITT57 CONTRACT  
- MOTOROLA SOLUTIONS INC. INVOICE

3	5	MOTOROLA GPW8000 DUAL FORMAT RECEIVER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: HIGH SCHOOL, S. SHORE PLAZA & WATER COMPANY - PD & FD	\$ 13,300.00	\$	66,500.00
			\$ 22,900.00	\$	45,800.00

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2	1	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: FIRE DEPARTMENT WATER TANK	\$ 14,000.00	\$	14,000.00
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**Dispatch Center Equipment and Furniture**

Line	Part Num	Desc	Qty U/M	List Ea.	Disc. %	Disc. Price	Net Pr
		Panel System Priced by the Linear Foot:	1.00 EA	\$25,224.00	50.00 %	\$12,612.00	\$12,612

Grade 3 Fabric  
 12343-1-SS - 29-48in - 54.0 LF@  
 \$212.00/LF  
 12343-1-DS - 29-48in - 48.0 LF@  
 \$287.00/LF

Upper Tiles Fabric Color: TBD Grade 3G2  
 Lower Tiles Fabric Color: TBD Grade 3G2  
 Panel Trim Color: Black

Cable Pole 96" - Alum Black	8.00 EA	\$98.00	50.00 %	\$49.00	\$392.00
Adj. Table Worksurface - Corner Dual Surface - 72L x 72R - Cable Management Included	6.00 EA	\$2,313.00	50.00 %	\$1,156.50	\$6,939.00
L5S Table Base for 72X72 CornerWorksurface	6.00 EA	\$7,044.00	50.00 %	\$3,522.00	\$21,132.00
Monitor Arm Single - Adjustable - Silver - Kit	6.00 EA	\$218.00	50.00 %	\$109.00	\$654.00
Monitor Mount 3 - Roller vision - Corner Dual Surface - 72L x 72R	6.00 EA	\$4,943.00	50.00 %	\$2,471.50	\$14,829.00
16676 - Std VESA Mount 2 HI 2 Knuckle Qty= 3 Total: \$2,580.00 - OPEN MARKET					

**OPEN MARKET**

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc.%	Disc. Price	Net Price
5.00	14349	<b>Display Port Cable 25 FT Male/Male</b>	42.00	EA	\$88.00	50.00 %	\$44.00	\$1,848.00
5.01	16130-8	Datadock2 - Keyboard Snap-In Cable Organizer Includes: 8 - USB Ports 1 - RJ45 Port	10	6.00 EA	\$602.00	50.00 %	\$301.00	\$1,806.00
5.02	15822	Lift Case additional Energy Chains NO PULL	11	3.00 EA	\$238.00	50.00 %	\$119.00	\$357.00
5.03	11683	Energy Chain 22-48 Monitor Surface	12	3.00 EA	\$253.00	50.00 %	\$126.50	\$379.50
6.00	11792-BLK	Power Bar - 10 Outlet With Black Sticker	13	6.00 EA	\$156.00	50.00 %	\$78.00	\$468.00
6.01	11792-OR	Power Bar - 10 Outlet With Orange Sticker	14	6.00 EA	\$156.00	50.00 %	\$78.00	\$468.00
6.01	11792-OR	6 Outlet Power Strip 25'	15	4.00 EA	\$166.00	50.00 %	\$83.00	\$332.00
6.02	14976	Axys Control System with Fan Base Price: \$2,079.00 16707AXS - Heat - \$688.00 - OPEN MARKET	16	6.00 EA	\$4,115.00	50.00 %	\$2,057.50	\$12,345.00
7.00	16708.	16709AXS - Task Lights - \$519.00 - OPEN MARKET 16711AXS - Footwell Lighting - \$155.00 - OPEN MARKET 16712AXS - Down Bias Lighting - \$155.00 - OPEN MARKET 16713AXS -Arc Lighting - \$519.00 - OPEN MARKET <b>OPEN MARKET</b>						
7.01	16771AXS	Light - LED Status Indicator Tower W/ Black Housing 70MM 3 HI Red-Yellow-Green 12-30Vdc or 27Vac For Axys <b>OPEN MARKET</b>	17	6.00 EA	\$1,507.00	50.00 %	\$753.50	\$4,521.00
		Shelf Under Surface 19W x 9D - Metal	18	6.00 EA	\$146.00	50.00 %	\$73.00	\$438.00
		Shelf Under Surface USB Charging Upgrade Assembly	19	6.00 EA	\$122.00	50.00 %	\$61.00	\$366.00
8.00	15463	Rackmount 2 High Base Sloped	20	1.00 EA	\$448.00	50.00 %	\$224.00	\$224.00
8.01	15476	Return Worksurface - 18Wx36D	21	2.00 EA	\$516.00	50.00 %	\$258.00	\$516.00
8.02	10021.	Return Worksurface - 36Wx36D	22	4.00 EA	\$516.00	50.00 %	\$258.00	\$1,032.00

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
10.02	12033-3D-FT.	Flip Top Return Worksurface - 36Wx36D	3	2.00 EA	\$516.00	50.00 %	\$258.00	\$516.00
10.03	12035-3D.	Return Worksurface - 72Wx36D	23	1.00 EA	\$931.00	50.00 %	\$465.50	\$465.50
10.04	12035-3D.	Return Worksurface - 96Wx47D	24	1.00 EA	\$931.00	50.00 %	\$465.50	\$465.50
11.00	16209	Cable Bridge Corner Angled Left Side	25	3.00 EA	\$229.00	50.00 %	\$114.50	\$343.50
11.01	16210	Cable Bridge Corner Angled Right Side	26	6.00 EA	\$229.00	50.00 %	\$114.50	\$687.00
11.02	15488-3D-FT.	CPU Cabinet - ERGO ACCESS Under Work Surface 36Wx34.5D With Flip Top Hinge	27	2.00 EA	\$1,592.00	50.00 %	\$796.00	\$1,592.00
11.03	13623-3D.	CPU Cabinet - Under Work Surface 36Wx34.5D with Sliding Shelf	28	4.00 EA	\$1,886.00	50.00 %	\$943.00	\$3,772.00
12.00	11352-3D.	Drawer Pedestal - Fixed - Single - 18W - 6-6-12 Drawers 18W 22D	29	6.00 EA	\$1,238.00	50.00 %	\$619.00	\$3,714.00
14.00	13049-3D.	Lateral File - 48W3 Drawer 42H	30	2.00 EA	\$2,672.00	50.00 %	\$1,336.00	\$2,672.00
16.00	13679-3D.	Storage Cabinet - UnderWS W/Toekick - 48W, 42H, 13D	31	2.00 EA	\$1,674.00	50.00 %	\$837.00	\$1,674.00
19.00	10176EXT	Cup Holder - Extended for Eagle	32	6.00 EA	\$104.00	50.00 %	\$52.00	\$312.00
90.00	16139	Installers Kit Eagle Line	33	6.00 EA	\$0.00	0.00%	\$0.00	\$0.00
99.00	Other	Other Charges & Services	34	1.00 EA	\$0.00	0.00%	\$0.00	\$0.00

**Line (34) - Miscellaneous Charge -**

Description	Ext. Price
- Freight - Full Truck	7,019.00
- Install Prevailing Wage	23,511.00
- Pandemic Freight Surcharge	1,957.44

List Price Total:	\$195,744.00	Lines Total:	\$97,872.00
		Line Miscellaneous Charges Total:	\$32,487.44
		Taxes Total:	\$0.00
		<b>Quote Total:</b>	<b>\$130,359.44</b>

FISCAL YEAR 2023 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY  
PSAP AND RECC DEVELOPMENT GRANT

CAD/RMS

**Cost Summary:**

Category	Total Price
<b>ProPhoenix Items</b>	
Application Software	<b>133,899.00</b>
Interface	<b>79,800.00</b>
Citizen Services	<b>2,500.00</b>
Installation	<b>15,210.00</b>
Conversion	<b>37,800.00</b>
Training	<b>36,210.00</b>
Project Management	<b>31,200.00</b>
	336,619.00
<b>Recommended Third Party Items</b>	
3rd Party Software	<b>3,200.00</b>
3rd Party Hardware	<b>12,883.00</b>
	<b>21,095.40</b>

Product	Unit Price	Quantity	Subtotal
Dell EMC ME4024 Storage Array - [amer_me4024_13100]	\$19,938.36	1	\$19,938.36
PowerSwitch N3200-ON OS6 - [amer_n3200-on_13622_os6]	\$5,140.25	2	\$10,280.50
Dell 27 Monitor - P2722H, 68.6cm (27")	\$269.27	4	\$1,077.08
PowerEdge R650 - [AMER_R650_14796]	\$7,081.62	2	\$14,163.24
Randolph Data Conversion	\$60,000	1	\$60,000
Additional Software	\$11,655.00	1	\$11,655.00

## INSTRUCTIONS FOR APPLICATION NARRATIVE

Application should include, at a minimum, the following sections:

- **Section 1: Project Overview**
  - Proposed Project
  - Project Timeline
  - Positive impact on regional/multi-community public safety
  - Wireless Direct Plan
  - Emergency Medical Dispatch
  - Status and Completion Date of Active Development Grant Awards
  
- **Section 2: Funding Request**
  - ❖ Provide detailed description and cost, including price per unit, quantity, brand, model and any other pertinent and available information for each requested item by:
    - Category
    - Sub-Category
  
- **Section 3: Priority**
  - Category
  - Within Each Category
  - Prioritized List of Requested Items Form **(REQUIRED)**
  
- **Section 4: Supporting Documentation**
  - Quotes
  - Statement of Work
  - Contract(s)
  - Inter-municipal Agreement
  - Letter(s) of Attestation
  
- **Section 5: Forms**
  - Commonwealth Standard Contract Form
  - Contractor Authorized Signatory Listing Form
  - Proof of Authentication of Signature Forms (notary form) for each authorized signatory, including the individual who executed the Contractor Authorized Signatory Listing Form

## INSTRUCTIONS FOR APPLICATION SUBMISSION

- ❖ Application submitted by 5:00 p.m. on Thursday, March 3, 2022
- ❖ **(1) Original single-side application (unbound, unstapled or 3-hole punched, as it contains legal documents that must be scanned)**

FISCAL YEAR 2023 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY PSAP AND RECC DEVELOPMENT GRANT

**PRIORITIZED LIST OF REQUESTED ITEMS**  
**REQUIREMENT FOR EVERY APPLICANT**

**Section 3: Priorities – Every applicant must list each requested item by the applicant’s priority, the funding category it falls under, include the vendor, vendor quote # and the amount.**

**As example, if your #1 priority is the construction costs for a new RECC, you would list it on line #1, F, ABC Construction Company, \$2,000,000.**

<b>PRIORITY</b>	<b>FUNDING CATEGORY</b>	<b>ITEM, QUANTITY, VENDOR NAME &amp; VENDOR QUOTE #</b>	<b>AMOUNT</b>
# 1	F. Construction	Thayer Building requires new electrical, fire protection system, HVAC, plumbing, interior walls, floors, ceilings, windows, doors as well as an addition for a new elevator and stairwell for handicap access.	\$4,500,000.00
# 2	C. Project Management Services	Project Manager estimate	\$125,000.00
# 3	G. Equipment	Dispatch center furniture and equipment for 6 positions	\$130,359.44
# 4	G. Equipment	Radio equipment: 6 consoles, 3 repeaters in Braintree, 5 satellite receivers, 2 comparators, two GPS timing devices, 1 communication shelter, 3 repeaters and 3 receivers in Randolph, 1 GPS timing device system in Randolph, 2 comparators, 6 public safety dispatch consoles, 74 mobile radios, 196 portable radios, 6 microwave links and power backup, computers and monitors	\$2,604,682.62
# 5	G. Equipment	CAD/RMS regional software	\$420,914.40
# 6			
# 7			
# 8			
# 9			
# 10			
# 11			
# 12			
# 13			
# 14			
# 15			
# 16			
# 17			
# 18			
# 19			
# 20			
# 21			
# 22			
# 23			
# 24			
# 25			
# 26			
# 27			
# 28			
# 29			
<b>TOTAL AMOUNT REQUESTED</b>			<b>\$7,780,956.46</b>

Please use an additional form if needed.

**SUPPORTING DOCUMENTATION – QUOTES**

Xybix Systems, Inc.  
 8207 SouthPark Circle  
 Littleton CO 80120  
 Phone: 303-683-5656  
 Fax: 303-683-5454  
 EmilyH



Quote Number: 30181

Quote Date: 2/23/2022  
 Revision: A  
 Orig Create Date: 2/23/2022  
 Expires: 5/24/2022  
 Opp #: 0025892

**Quote**

Terms: 1% 20 Days, NET 30 Days

Page: 1 of 4

<p><b>QUOTE TO:</b>          Acct: BRAFIRBRMA           Braintree Fire Department          1 JFK Memorial Drive          Braintree MA 02184</p> <p>Phone:          Email:</p>	<p><b>SHIP TO:</b>          Braintree Fire Department          1 JFK Memorial Drive          Braintree, MA 02184          USA</p> <p>Salesperson: SUSANNE LOTTIE          Phone: (207) 343-1229          Email: susannel@xybix.com</p>
---	--

HGAC Contract#: EC07-20  
 \* Eagle Line  
 \* Prevailing Wage  
 \* Tax Exempt

02/23/2022: Drawing R0. -esh

**PANDEMIC FREIGHT SURCHARGE:**  
 This fee is the temporary upcharge we are experiencing for shipping related costs and delays.

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
1.00	12343.	Panel System Priced by the Linear Foot: Grade 3 Fabric 12343-1-SS - 29-48in - 54.0 LF @ \$212.00/LF 12343-1-DS - 29-48in - 48.0 LF @ \$287.00/LF  Upper Tiles Fabric Color: TBD Grade 3 G2 Lower Tiles Fabric Color: TBD Grade 3 G2 Panel Trim Color: Black	1	1.00 EA	\$25,224.00	50.00 %	\$12,612.00	\$12,612.00
1.01	14145-BLK	Cable Pole 96" - Alum Black	2	8.00 EA	\$98.00	50.00 %	\$49.00	\$392.00
2.00	14486-3D.	Adj. Table Worksurface - Corner Dual Surface - 72L x 72R - Cable Management Included	3	6.00 EA	\$2,313.00	50.00 %	\$1,156.50	\$6,939.00
3.00	15844	L5S Table Base for 72X72 Corner Worksurface	4	6.00 EA	\$7,044.00	50.00 %	\$3,522.00	\$21,132.00
4.00	15711	Monitor Arm Single - Adjustable - Silver - Kit	5	6.00 EA	\$218.00	50.00 %	\$109.00	\$654.00
4.01	16744.	Monitor Mount 3 - Rollervision - Corner Dual Surface - 72L x 72R  16676 - Std VESA Mount 2 HI 2 Knuckle Qty = 3 Total: \$2,580.00 - OPEN MARKET	6	6.00 EA	\$4,943.00	50.00 %	\$2,471.50	\$14,829.00

**OPEN MARKET**

Xybix Systems, Inc.  
 8207 SouthPark Circle  
 Littleton CO 80120  
 Phone: 303-683-5656  
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Quote

Terms: 1% 20 Days, NET 30 Days

Page: 2 of 4

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
5.00	14349	Display Port Cable 25 FT Male/Male	9	42.00 EA	\$88.00	50.00 %	\$44.00	\$1,848.00
5.01	16130-8	Datadock2 - Keyboard Snap-In Cable Organizer Includes: 8 - USB Ports 1 - RJ45 Port	10	6.00 EA	\$602.00	50.00 %	\$301.00	\$1,806.00
5.02	15822	Lift Case additional Energy Chains NO PULL	11	3.00 EA	\$238.00	50.00 %	\$119.00	\$357.00
5.03	11683	Energy Chain 22-48 Monitor Surface	12	3.00 EA	\$253.00	50.00 %	\$126.50	\$379.50
6.00	11792-BLK	Power Bar - 10 Outlet With Black Sticker	13	6.00 EA	\$156.00	50.00 %	\$78.00	\$468.00
6.01	11792-OR	Power Bar - 10 Outlet With Orange Sticker	14	6.00 EA	\$156.00	50.00 %	\$78.00	\$468.00
6.02	14976	6 Outlet Power Strip 25'	15	4.00 EA	\$166.00	50.00 %	\$83.00	\$332.00
7.00	16708.	Axys Control System with Fan Base Price: \$2,079.00 16707AXS - Heat - \$688.00 - OPEN MARKET 16709AXS - Task Lights - \$519.00 - OPEN MARKET 16711AXS - Footwell Lighting - \$155.00 - OPEN MARKET 16712AXS - Down Bias Lighting - \$155.00 - OPEN MARKET 16713AXS - Arc Lighting - \$519.00 - OPEN MARKET  <b>OPEN MARKET</b>	16	6.00 EA	\$4,115.00	50.00 %	\$2,057.50	\$12,345.00
7.01	16771AXS	Light - LED Status Indicator Tower W/ Black Housing 70MM 3 HI Red-Yellow-Green 12-30Vdc or 27Vac For Axys  <b>OPEN MARKET</b>	17	6.00 EA	\$1,507.00	50.00 %	\$753.50	\$4,521.00
8.00	15463	Shelf Under Surface 19W x 9D - Metal	18	6.00 EA	\$146.00	50.00 %	\$73.00	\$438.00
8.01	15476	Shelf Under Surface USB Charging Upgrade Assembly	19	6.00 EA	\$122.00	50.00 %	\$61.00	\$366.00
8.02	10021.	Rackmount 2 High Base Sloped	20	1.00 EA	\$448.00	50.00 %	\$224.00	\$224.00
10.00	12033-3D.	Return Worksurface - 18Wx36D	21	2.00 EA	\$516.00	50.00 %	\$258.00	\$516.00
10.01	12033-3D.	Return Worksurface - 36Wx36D	22	4.00 EA	\$516.00	50.00 %	\$258.00	\$1,032.00

Xybix Systems, Inc.  
 8207 SouthPark Circle  
 Littleton CO 80120  
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**Quote**

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Page: 3 of 4

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
10.02	12033-3D-FT.	Flip Top Return Worksurface - 36Wx36D	35	2.00 EA	\$516.00	50.00 %	\$258.00	\$516.00
10.03	12035-3D.	Return Worksurface - 72Wx36D	23	1.00 EA	\$931.00	50.00 %	\$465.50	\$465.50
10.04	12035-3D.	Return Worksurface - 96Wx47D	24	1.00 EA	\$931.00	50.00 %	\$465.50	\$465.50
11.00	16209	Cable Bridge Corner Angled Left Side	25	3.00 EA	\$229.00	50.00 %	\$114.50	\$343.50
11.01	16210	Cable Bridge Corner Angled Right Side	26	6.00 EA	\$229.00	50.00 %	\$114.50	\$687.00
11.02	15488-3D-FT.	CPU Cabinet - ERGO ACCESS Under Work Surface 36Wx34.5D With Flip Top Hinge	27	2.00 EA	\$1,592.00	50.00 %	\$796.00	\$1,592.00
11.03	13623-3D.	CPU Cabinet - Under Work Surface 36Wx34.5D with Sliding Shelf	28	4.00 EA	\$1,886.00	50.00 %	\$943.00	\$3,772.00
12.00	11352-3D.	Drawer Pedestal - Fixed - Single - 18W - 6-6-12 Drawers 18W 22D	29	6.00 EA	\$1,238.00	50.00 %	\$619.00	\$3,714.00
14.00	13049-3D.	Lateral File - 48W3 Drawer 42H	30	2.00 EA	\$2,672.00	50.00 %	\$1,336.00	\$2,672.00
16.00	13679-3D.	Storage Cabinet - UnderWS W/Toekick - 48W, 42H, 13D	31	2.00 EA	\$1,674.00	50.00 %	\$837.00	\$1,674.00
19.00	10176EXT	Cup Holder - Extended for Eagle	32	6.00 EA	\$104.00	50.00 %	\$52.00	\$312.00
90.00	16139	Installers Kit Eagle Line	33	6.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
99.00	Other	Other Charges & Services	34	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00

**Line (34) - Miscellaneous Charge -**

Description	Ext. Price
1.) Freight - Full Truck	7,019.00
2.) Install Prevailing Wage	23,511.00
3.) Pandemic Freight Surcharge	1,957.44

List Price Total:	\$195,744.00	Lines Total:	\$97,872.00
		Line Miscellaneous Charges Total:	\$32,487.44
		Taxes Total:	\$0.00
		<b>Quote Total:</b>	<b>\$130,359.44</b>

Xybix Systems, Inc.  
8207 SouthPark Circle  
Littleton CO 80120  
Phone: 303-683-5656  
Fax: 303-683-5454  
EmilyH



**Quote Number: 30181**

**Quote Date:** 2/23/2022  
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**Orig Create Date:** 2/23/2022  
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**Opp #:** 0025892

**Quote**

**Terms:** 1% 20 Days, NET 30 Days

**Page:** 4 of 4

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
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Note 1:

All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:

Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.

Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.



8207 SouthPark Circle  
 Littleton, CO. 80120  
 1.800.788.2810 F.303.683.5454  
 www.xybix.com

Sales : Susanne Lottie  
 Email : Susannel@xybix.com  
 Designer : Emily Houston  
 Email : EmilyH@xybix.com

Braintree Fire Department - New Consoles  
 1 JFK Memorial Drive  
 Braintree, MA 02184

FINISH SELECTIONS
<b>Panel Trim : Black</b> <b>Panel Fabric Upper : .</b> <b>Panel Fabric Lower : .</b> <b>3D Laminate Counter : .</b> <b>3D Laminate Drawer&amp;Door Front : .</b> <b>Melamine : .</b> <b>Edgeband : .</b> <b>Handle : Eagle Silver</b>

REVISIONS			
REV	DESCRIPTION	DATE	DSGN
0	Drawing Creation	02.23.22	esh

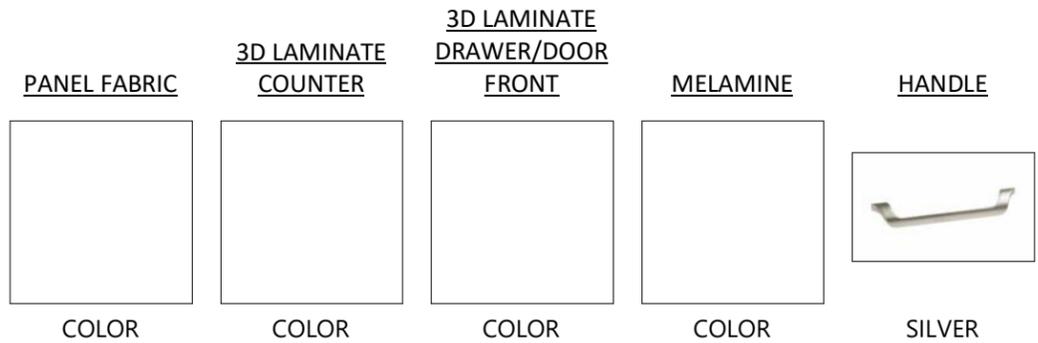
Opportunity: 0025892  
 Drawing Name:  
 COVER PAGE  
 SHEET: 1 of 4  
 SCALE: 12" = 1'-0"  
 NOTE: This design & layout is the property of XYBIX Systems, Inc. & is not to be used in any written manner without express written permission by XYBIX Systems, Inc.

**SIGN OFF APPROVAL:** Furniture orders and product installation shall not proceed until the Client has given approval to these documents. Approval of the Client shall constitute approval of the drawings for contents, scope of work and all dimensions regarded by the Client as being necessary to the use of space, furnishings and equipment. Furniture orders, or product installation authorized by the Client from these documents, shall be interpreted by XYBIX as approval in full to these documents by the Client. Revisions after approval shall result in additional costs.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

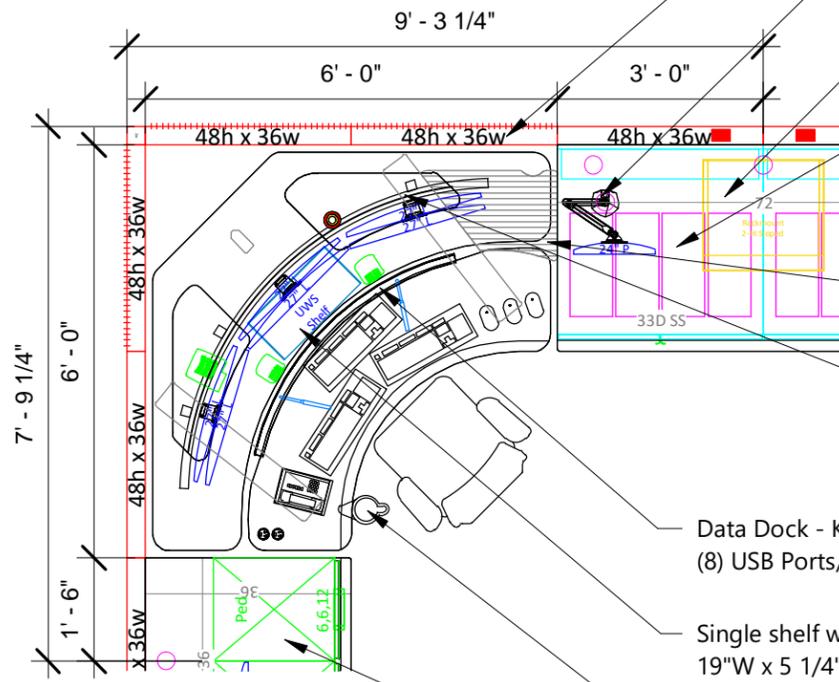
Sign-Off Initials: \_\_\_\_\_ REV  
 X \_\_\_\_\_ 0





FINISHES

\*CONCEPTUAL IMAGES. REFER TO ACTUAL COLOR SAMPLES FOR EXACT COLOR REPRESENTATION\*



Xybix 72"x72" Dual Surface Console with true sit to stand adjustment range of 22"-48" AFF, with L5S Table Base.

48" High sound absorptive panel system.  
.55NRC Rating Standard

Single Adjustable Monitor Arm Mounting system  
Accommodates (1) 24" Portrait Monitor.

(2) High desktop Rack Mount with sloped base  
19"W x 5-1/4"H x 14-1/4"D

(4) CPU Enclosure, 36" wide, under fixed work surface  
with front locking access doors, easy access pullout  
shelf and (2) silent 45 CFM fans for active ventilation.  
Maximum CPU dimension: 18"H x 7.5"W x 18"D

Cable Management Bridge for cable organization from  
desk to CPU cabinet **NOTE: Not a shelf**

"Rollervision" Monitor Mounting system capable  
of 10" of focal depth adjustment. Accommodates  
up to (3 over 3) 27" flat panel monitors

Data Dock - Keyboard surface cable organizer  
(8) USB Ports/(1) CAT6 Port

Single shelf with grommet, under monitor surface  
19"W x 5 1/4"H x 9"D WITH Power-Only USB Ports

Swivel Cup Holder

Under fixed work surface, Drawer Pedestal 18"W  
with 6",6",12" drawers

**axys Control System with Fan**  
**User Interface controlled through Windows,**  
**Andriod, and IOS**

- **Heat:** (2) 250w Forced Air Heaters
- **Task Light:** (2) Dimmable lights with flexible mounting arm on keyboard surface.
- **Footwell Lighting**
- **Down Bias Lighting**
- **Arc Lighting**
- **Status Light:** 3-Hi LED (Red, Green, Blue)

1 TYPICAL  
3/8" = 1'-0"

# MONITOR EXTENSION CABLE CONNECTIONS



8207 SouthPark Circle  
Littleton, CO. 80120  
1.800.788.2810 F.303.683.5454  
www.xybix.com

MONITOR EXTENSION CABLES **PER POSITION** Position Type All Workstations

CABLE TYPE							
	<b>VGA</b> Male / Female Extension Standard connection for monitors	<b>DVI-D</b> Male / Female Extension Typical for Hi-Resolution	<b>DVI-I</b> 10' Max Length Male / Female Extension Typical for Hi-Resolution	<b>HDMI</b> Male / Male Replacement Typical for Hi-Resolution	<b>Display Port</b> Male / Male Replacement Typical for Hi-Resolution	<b>USB</b> Keyboard Mouse	<b>AUDIO</b> Typical for Speakers
					7 ea.		

Sales : Susanne Lottie  
Email : Susannel@xybix.com  
Designer : Emily Houston  
Email : EmilyH@xybix.com

## DATA DOCK

For Keyboard; Mice and Phone connection.  
Data Dock USB Cables are exclusively sold through Xybix only.

### Standard Data Dock System will include:

- (1) CAT6 coupler
- (4) Dual-USB Ports (8 ports total)

## STANDARD SHOWN



Braintree Fire Department - New Consoles  
1 JFK Memorial Drive  
Braintree, MA 02184

## OPTIONAL ITEMS

### ADDITIONAL DATA DOCK CABLES

Indicate the number of each cable to be included **in addition** to the standard Data Dock

NOTE: These cables will be charge separately  
NOTE: There are only 5 available spaces for these options



QTY \_\_\_\_\_



QTY \_\_\_\_\_

If different cable connector types are required it is your responsibility to contact your designer or sales rep.

**\*\*\* You agree that any changes to this order following receipt of sign-off drawing and PO may result in additional cost that will be expensed to the client \*\*\***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Opportunity: 0025892

Drawing Name:  
CABLE SHEET

SHEET: 4 of 4 SCALE:

NOTE: This design & layout is the property of XYBIX Systems, Inc. & is not to be used in any written manner without express written permission by XYBIX Systems, Inc.

Sign-Off Initials: \_\_\_\_\_ REV

x \_\_\_\_\_ **0**



Prepared by: Kevin Jay

Date: April 29, 2021

Prepared For: **Town of Braintree / Public Safety Departments**  
 1 John F Kennedy Memorial Drive  
 Braintree, Ma 02184

Attn.: Stephen Wallace

**THAYER REC PROJECT**

<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>EXTENDED</u>
<b>BRAINTREE PD &amp; FD INFRASTRUCTURE EQUIPMENT</b>				
<b><u>MOTOROLA GTR8000 REPEATER</u></b>				
- MA STATE ITT57 CONTRACT - MOTOROLA SOLUTIONS INC. INVOICE				
1	2	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - DIGITAL CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: POLICE DEPARTMENT ROCKDALE & WATER TANK	\$ 22,900.00	\$ 45,800.00
2	1	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: FIRE DEPARTMENT WATER TANK	\$ 14,000.00	\$ 14,000.00
<b><u>MOTOROLA GPW8000 SATELLITE RECEIVER</u></b>				
- MA STATE ITT57 CONTRACT - MOTOROLA SOLUTIONS INC. INVOICE				
3	5	MOTOROLA GPW8000 DUAL FORMAT RECEIVER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: HIGH SCHOOL, S. SHORE PLAZA & WATER COMPANY - PD & FD	\$ 13,300.00	\$ 66,500.00

**MOTOROLA GTR800 & GPW8000 SITE EQUIPMENT**

- MA STATE ITT57 & FIR04 CONTRACT  
- CYBER COMM. INC. INVOICE

4	1	8DB GAIN OMNI-DIRECTIONAL ANTENNA - BRAINTREE FD STATION	\$	2,595.00	\$	2,595.00
5	4	2.5 DB GAIN OMNI-DIRECTIONAL ANTENNA	\$	1,100.00	\$	4,400.00
6	5	200' of 7/8" LINE WITH CONNECTORS	\$	1,150.00	\$	5,750.00
7	10	JUMPER KITS - ANTENNA - CABLE - CABLE - GTR8000	\$	80.00	\$	800.00
8	5	POLYPHASER	\$	85.00	\$	425.00
9	5	AC PROTECTION	\$	85.00	\$	425.00
10	15	GROUNDING KITS	\$	55.00	\$	825.00
11	1	TXRX UHF COMBINER SYSTEM - LOCATED AT WATER TANK	\$	25,500.00	\$	25,500.00
12	3	CCGW IP LINK CONVERTOR	\$	8,950.00	\$	26,850.00

**MOTOROLA GRV8000 COMPARATOR**

13	2	MOTOROLA GRV8000 COMPARATORS - ANALOG OR DIGITAL FORMAT - POLICE & FIRE DEPARTMENT	\$	19,050.00	\$	38,100.00
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**OROLIA GPS TIMING SYSTEM**

14	2	OROLIA SPECTRACOM SECURESYNC GPS MASTER OSCILLATOR W/AC CORD - LOCATED: ROCKDALE & WATER TANK	\$	13,029.00	\$	26,058.00
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**ENVIRO BUILDING / COMMUNICATION SHELTER**

- BRAINTREE WATER TOWER

15	1	10'-0" X 10'-0" X 8'-0"	\$	21,975.00	\$	21,975.00
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## RANDOLPH PD INFRASTRUCTURE EQUIPMENT

16	2	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - DIGITAL CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: BRAintree WATER TANK	\$	22,900.00	\$	45,800.00
17	3	MOTOROLA GPW8000 DUAL FORMAT RECEIVER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: PD, WATER TANK & LOMBARDOS	\$	13,300.00	\$	39,900.00
<b><u>OROLIA GPS TIMING SYSTEM</u></b>						
18	1	OROLIA SPECTRACOM SECURESYNC GPS MASTER OSCILLATOR W/AC CORD - LOCATED: MAIN TOWER	\$	13,029.00	\$	13,029.00
19	1	TXRX UHF COMBINER SYSTEM - LOCATED AT WATER TANK	\$	25,500.00	\$	25,500.00
20	2	2.5 DB GAIN OMNI-DIRECTIONAL ANTENNA	\$	1,100.00	\$	2,200.00
21	2	200' of 7/8" LINE WITH CONNECTORS	\$	1,150.00	\$	2,300.00
22	4	JUMPER KITS - ANTENNA - CABLE - CABLE - GTR8000	\$	80.00	\$	160.00
23	2	POLYPHASER	\$	85.00	\$	170.00
24	2	AC PROTECTION	\$	85.00	\$	170.00
25	6	GROUNDING KITS	\$	55.00	\$	330.00
<b><u>MOTOROLA GRV8000 COMPARATOR</u></b>						
26	2	MOTOROLA GRV8000 COMPARATORS - ANALOG OR DIGITAL FORMAT - POLICE DEPARTMENT	\$	19,050.00	\$	38,100.00
27	1	CCGW IP LINK CONVERTOR	\$	8,950.00	\$	8,950.00

## REGIONAL INFRASTRUCTURE EQUIPMENT

28	3	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - DIGITAL CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: ROCKDALE, BRAINTREE WATER TANK & RANDOLPH MAIN TOWER	\$ 22,900.00	\$	68,700.00
29	6	MOTOROLA GPW8000 DUAL FORMAT RECEIVER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: PD, WATER TANK & LOMBARDOS	\$ 13,300.00	\$	79,800.00

30	6	RX MULTICOUPLER	\$ 575.00	\$	3,450.00
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## MOTOROLA AVTEC PUBLIC SAFETY DISPATCH CONSOLE

31	6	MOTOROLA AVTEC DISPATCH CONSOLE - (6) SIX POSITION - INCLUDES (5) FIVE YEAR EXTENDED MAINTENANCE SERVICE FOR HARDWARE & SOFTWARE.	\$ 316,692.00	\$	316,692.00
32	1	EVENTIDE NEXLOG 740 RECORDING SYSTEM - NEWLOG 740 DX SERIES	\$ 26,890.00	\$	26,890.00

## MOTOROLA PUBLIC SAFETY APX MOBILES & PORTABLES

33	49	MOTOROLA APX4500 MOBILE - UHF FREQUENCY - REMOTE MOUNT	\$ 3,283.00	\$	160,867.00
34	5	MOTOROLA APX8500 MOTORCYCLE MOBILE - UHF FREQUENCY - REMOTE MOUNT - MOTORCYCLE RADIO	\$ 5,639.00	\$	28,195.00
35	17	MOTOROLA APX6500 MOBILE - UHF FREQUENCY - REMOTE MOUNT - E5 CONTROL HEAD	\$ 4,749.00	\$	80,733.00
36	105	MOTOROLA APX4000 PORTABLE - UHF FREQUENCY - INCLUDES: CHARGER & RSM	\$ 2,770.00	\$	290,850.00

37	91	MOTOROLA APX6000XE PORTABLE - NFPA RECOMMENDED FOR FIRE SERVICES - UHF FREQUENCY - INCLUDES: CHARGER & EXTREME RSM - UL / FM APPROVED BATTERY - FIRE / HEAT RESISTANT	\$ 5,204.00	\$ 473,564.00
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**CERAGON LICENSED MICROWAVE LINKS & POWER BACKUP**

38	6	PTP / MICROWAVE LINKS - 18 GHZ LICENSED LINKS - SEE SYSTEM DIAGRAM / LAYOUT	\$ 242,800.00	\$ 242,800.00
39	3	ALPHA FXM2000 POWER BACK UP - LOCATED AT ALL THREE REPEATER SITES	\$ 4,750.00	\$ 14,250.00

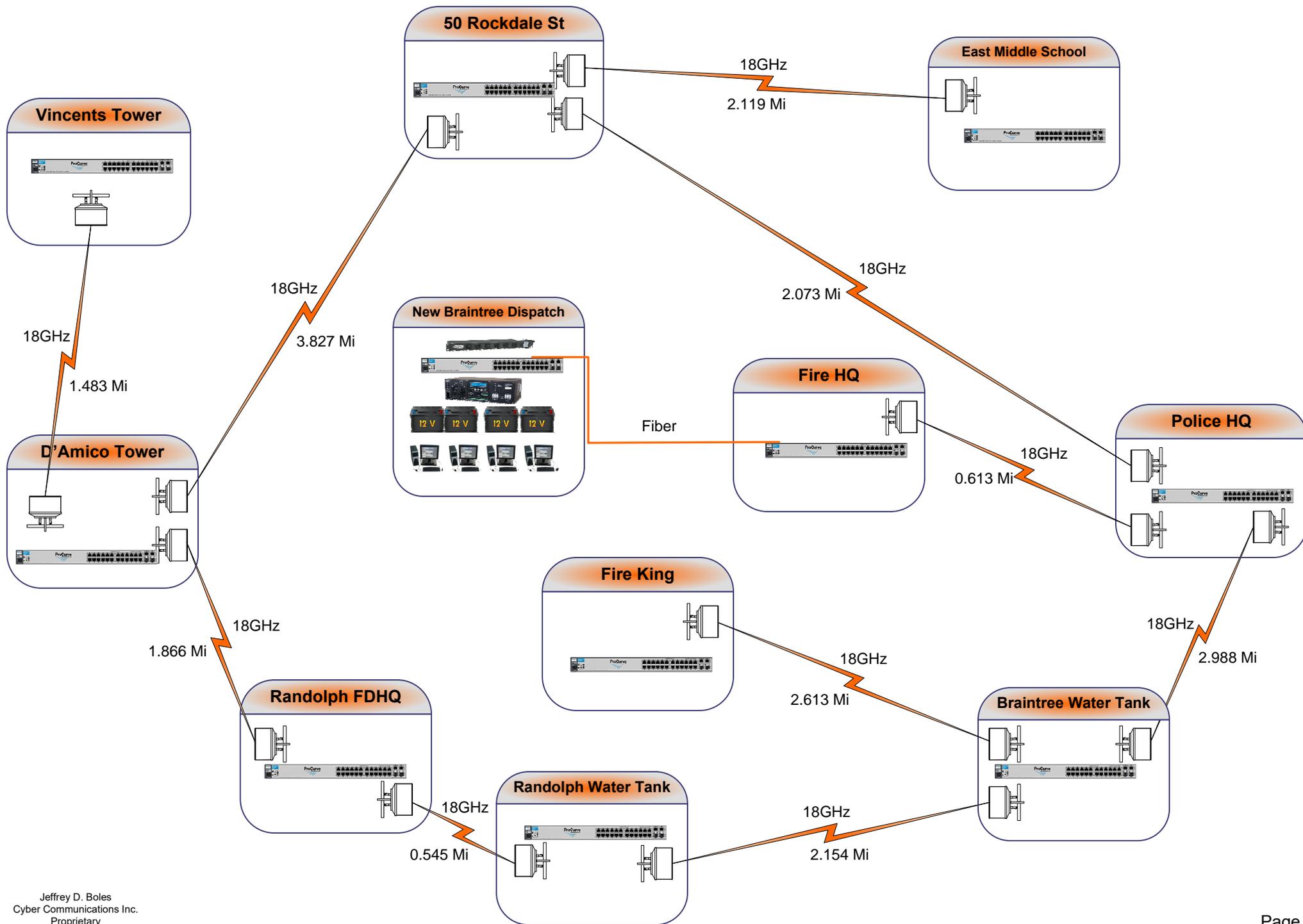
**NOTES:**

- A) LABOR AND INSTALLATION BASED UPON ABOVE EQUIPMENT.
- B) PRICING BASED UPON MA PREVAILING WAGES.
- C) SITE WALK RECOMMEND TO CONFIRM ANTENNA LOCATION
- D) MOBILE & PORTABLE PRICING INCLUDES: PROGRAMMING, REMOTE SPEAKERS AND CHARGERS.
- E) ESTIMATED TOWER SERVICES INCLUDED IN PROJECT PRICING.
- F) BUDGETARY PRICING.

---

Equipment Total:	\$ 2,243,403.00
Tax:	EXEMPT
Labor/Installation:	\$ 119,550.00
Programming:	NA
Shipping:	\$ -
<b>TOTAL:</b>	<b>\$ 2,362,953.00</b>

*Municipal Leasing and Financing Available.*





Next Generation Public Safety Software

# ProPhoenix Corporation

502 Pleasant Valley Ave,  
Moorestown, NJ 08057  
Phone: 609-953-6850  
Fax: 609-953-5311  
Web: www.prophoenix.com

## Randolph 3rd Party Hardware & Software

**Proposal**

### Randolph Police Department

Attention: Commander Melissa Greener

41A S Main St  
Randolph, MA 02368

Phone# 781-963-1212

**Proposal# 22-000054**  
**Date: 02/03/2022**  
**Valid Until: 03/31/2023**

### Submitted By:

Bucceri, Mike

Phone# 609-953-6850 x1302

E-Mail:

mike.bucceri@prophoenix.com

Dear Commander Melissa Greener,

On behalf of ProPhoenix Corporation, we are pleased to present this proposal for various components of the Phoenix Public Safety Solution Suite. The attached proposal details the required software modules and associated support services in order to successfully implement the proposed solution. If hardware is being proposed and/or recommended, please take note of the specific operating requirements outlined in the Proposal Notes and/or Terms section.

Phoenix represents a major "paradigm shift" in the value provided to Public Safety agencies throughout the United States. There are several differentiating benefits realized by an agency when implementing Phoenix Software. Highlights include;

- ✓ Deep horizontal and vertical integration throughout the entire software suite
- ✓ Integration of 3rd party tools which are transparent to the end user
- ✓ A complete, end-to-end, Public Safety lifecycle suite deployable throughout the entire agency
- ✓ Complete design, development, deployment, and maintenance conducted by ProPhoenix personnel
- ✓ Fiscal responsibility for both the initial procurement as well as ongoing sustainability
- ✓ An "all-inclusive" module philosophy within the major application offerings, e.g., CAD, RMS, Mobile, Fire, Corrections
- ✓ Continual incorporation of the latest in tools and technology to stay ahead of the technology curve
- ✓ Business Intelligence (B/I) capabilities providing "actionable insight" for enhancing decision making in support of Intelligence Led Policing (ILP) initiatives
- ✓ Adherence to National information sharing standards, e.g. National Information Exchange Model (NIEM) based of Global Justice Extensible Mark-up Language (GJXML)

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**Please have an authorized officer sign below and return a copy to me. Upon execution by both parties, this proposal and its terms and conditions will become a binding agreement.**

### Acceptance:

**By: Randolph Police Department**

**ProPhoenix Corporation**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
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\_\_\_\_\_  
Title

ProPhoenix Corporation ("Company") proposal contains information and data, which are privileged, confidential and/or proprietary to the Company. This information and data is commercially sensitive and/or financial in nature and is not made available for public review. This information is submitted on a confidential basis only in response to a specific customer request. The information contained herein is protected, among other things by the Trade Secrets Act, as codified, and any improper use, distribution, or reproduction is specifically prohibited unless otherwise required by law. No license or right of any kind whatsoever is granted to any third party to use the information contained herein unless a written agreement exists between Company and the third party which desires access to the information. The information contained herein is submitted for purposes of review and evaluation in connection with Company's response to the specific request denoted herein. No other use of the information and data contained herein is permitted without the express written permission of the Company. Under no condition should the information contained herein be provided in any manner whatsoever to any third party without first receiving the express written permission from the Company unless otherwise required by law.



Total Solution Cost:

<b>Final Proposal Amount</b>	<b>\$21,095.40</b>
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Cost Summary:

\*A.S.M: Annual Support & Maintenance

Category	Total Price	A.S.M
<b>Recommended Third Party Items</b>		
3rd Party Software	<b>8,212.40</b>	-
3rd Party Hardware	<b>12,883.00</b>	-
Recommended Third Party Items total:	21,095.40	0.00
<b>Proposal total</b>	<b>21,095.40</b>	<b>0.00</b>

Customer Signature

Date



Item Details:

	Item Name	Qty
<b>3rd Party Software</b>		
INT-NETM-PCYP	Netmotion Policy Module w/Premium Support Cost: \$6,212.40 (\$155.31/item) Needed for mobile connectivity to Laptops & Tablets. Not needed if your agency has an existing Fire wall Connection to mobiles. (12 Months The full suite of NetMotion capabilities, including all of the functionality available in Core plus the ability to gather and analyze data on your mobile fleet in clean, real-time dashboards. Also features powerful policy controls, extending your security perimeter and further enhancing the user experience).	40
INT-NETM-SSE	Netmotion Mobile Solutions - Sure Start Express Cost: \$2,000.00 NetMotion Mobile Solutions Group – Technical Services Includes: • Planning discussion with a NetMotion Engineer • Up to one eight-hour configuration day • Services must be used within 90days of purchase	1
<b>3rd Party Hardware</b>		
HW-AXIS-V5915	Axis V5915 PTZ 1080P Network Camera - For Mugshot Cost: \$2,400.00 We suggest this camera if using ProPhoenix. If you have an existing camera, please let us know the make and model # as ProPhoenix will check to see if it is compatible with our system.	1
HW-EPAD-VP9805	Epadlink Electronics ePad VP9805 Cost: \$658.00 (\$329.00/item) Property & Front Desk	2
HW-WASP-WWS750	Wasp WWS750 - Wireless 2D Scanner with Base and ProPhoenix Drivers Cost: \$725.00 For Property & Evidence	1
HW-WASP-BAR-NET	Wasp WPL308 - Network/USB barcode label printer - B/W - thermal transfer LABELS INC Cost: \$625.00 For Property & Evidence	1
HW-ESEEK-M260	E-Seek M260 Drivers License Card Reader Bundle Cost: \$8,475.00 (\$565.00/item) 50 States, Canada & Mexico capture. Note: you may leverage Massachusetts State Police for Printers.	15



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## Terms & Conditions

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### 3rd Party Software

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#### Netmotion Mobile Solutions - Sure Start Express

Optional start up services provided by NetMotion Please visit <http://www.netmotionwireless.com/sure-start.aspx> for more information.

NetMotion Mobile Solutions Group - Sure-Start Express

Includes:

- \*Pre Sure-Start Discussion (1 hour)
- \*NetMotion Engineer available Remotely (1 Day)
- \*Assistance Deploying Production Server
- \*Setup, Configuration & Technical Review
- \*Product Training & Best

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### 3rd Party Hardware

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#### Axis V5915 PTZ 1080P Network Camera - For Mugshot

AXIS V5915 offers HDTV 1080p resolution with smooth pan/tilt/zoom, high quality audio streaming in stereo, and powerful

30x zoom. The open interface makes it easy to integrate with other systems. Customer is responsible to mount the camera and connect to the network.

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#### E-Seek M260 Drivers License Card Reader Bundle

The Model 260 incorporates a magnetic stripe reader with advanced technology 2D barcode reading capability. The Model 260 can read any government issued ID card with magnetic stripe information and/or 2D barcodes. This creates a single device for reading virtually all government issued ID's. The data is also transferred to the host device via a standard USB interface (or RS-232). This approach to scanning both magstripe and 2D information with one device is an ideal solution for the POS, ID authentication and law enforcement environment.

In addition to the standard side access USB cable interface connector, the Model 260 has incorporated a bottom mounted interface connector, making it an ideal solution for kiosk application environments.

Hardware purchased through ProPhoenix includes software configuration (not installation) where applicable. If purchased elsewhere, configuration services by ProPhoenix will be at an additional expense.

Bundle contains the E-Seek M260 card reader, and the CN8000 5' USB Cable that powers the unit (no additional adapters are needed), and the de-coding software for reading DL information.

[http://www.e-seek.com/product\\_m260.asp](http://www.e-seek.com/product_m260.asp)

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#### Epadlink Electronics ePad VP9805

##### Key Features Include:

- o Monochrome LCD display
- o Displays affirmation text for greater signing context
- o Assigns a unique serial ID number to the host computer
- o Ergonomic design
- o Legally-binding eSignatures
- o USB powered, portable device
- o Bundled with IntegriSign software for Acrobat, MS Word and Excel
- o Bundled with ProPhoenix Drivers

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#### Wasp WPL308 - Network/USB barcode label printer - B/W - thermal transfer LABELS INCLUDED

WPL308 Desktop Barcode Printer

203 dpi Thermal Printhead

WPL308 Power Cable

Line Cord (connects to the Power Cable)

USB Cable

(This ships with a very limited number of sample labels)



**Wasp WWS750 - Wireless 2D Scanner with Base and ProPhoenix Drivers**

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WASP WWS750 SCANNER/CHRG/BS USB Shipping charges are included in product price. Hardware purchased through ProPhoenix includes software configuration and drivers for Phoenix interfacing (not installation) where applicable. If purchased elsewhere, configuration services and software drivers provided by ProPhoenix will be at an additional expense.

Included:

WWS750 2D barcode scanner

WWS750 adjustable radio/recharging base

Rechargeable lithium-ion battery

2-year warranty from Wasp [www.waspbarcode.com/barcode-scanners/wws750-2d-barcode-scanner](http://www.waspbarcode.com/barcode-scanners/wws750-2d-barcode-scanner)

Programming guide

Hardware purchased through ProPhoenix includes software configuration (not installation), drivers and licensing.

If purchased elsewhere, configuration services and software drivers and licensing provided by ProPhoenix will be at an additional expense.



Next Generation Public Safety Software

# ProPhoenix Corporation

502 Pleasant Valley Ave,  
Moorestown, NJ 08057  
Phone: 609-953-6850  
Fax: 609-953-5311  
Web: www.prophoenix.com

## Randolph Police Software (MJ to Braintree)

**Proposal**

### Randolph Police Department

Attention: Commander Melissa Greener

41A S Main St  
Randolph, MA 02368

Phone# 781-963-1212

**Proposal# 22-000047**  
**Date: 02/03/2022**  
**Valid Until: 08/31/2022**

### Submitted By:

Bucceri, Mike

Phone# 609-953-6850 x1302

E-Mail:

mike.bucceri@prophoenix.com

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Total Solution Cost:

<b>Cost</b>	<b>\$ 355,319.00</b>
<b>Discount</b>	<b>\$ 15,500.00</b>
<b>Final Proposal Amount</b>	<b>\$ 339,819.00</b>
<b>Annual Support and Maintenance</b>	<b>\$ 45,923.50</b>

Cost Summary:

\*A.S.M: Annual Support & Maintenance

Category	Cost	Discount	Total Price	A.S.M
<b>ProPhoenix Items</b>				
Application Software	133,899.00		133,899.00	23,550.00
Interface	95,300.00	15,500.00	79,800.00	14,401.00
Citizen Services	2,500.00		2,500.00	2,500.00
Installation	15,210.00		15,210.00	2,272.50
Conversion	37,800.00		37,800.00	-
Training	36,210.00		36,210.00	-
Project Management	31,200.00		31,200.00	-
ProPhoenix Items total:			336,619.00	42,723.50
<b>Recommended Third Party Items</b>				
3rd Party Software	3,200.00		3,200.00	3,200.00
Recommended Third Party Items total:			3,200.00	3,200.00
<b>Proposal total</b>	<b>355,319.00</b>	<b>15,500.00</b>	<b>339,819.00</b>	<b>45,923.50</b>

Customer Signature

Date



Item Details:

Item Name		Qty
<b>Application Software</b>		
CAD-STA-SITE	CAD Status Client (Site License)	1
RMS-CLI-SITEP	RMS Client - Single Juris - Police (Site License)	1
RMS-SER-MJ-ADD	RMS Server - Multijuris Police - Additional agency	1
WDA-CLI-POL-SITE	WDA (Mobile) Client - Police (Site License)	1
WDA-SER-APP	WDA - PD App Server License for Tablet and Phone Includes set up cost.	1
RMS-CRT	Court Module	1
RMS-LAW-SCHED	Law Personnel Scheduling Module	1
PNX-IA-LAW	IA - Phoenix Internal Affairs (IA)-Site License (Law)	1
<b>Interface</b>		
INT-COPLINK	Interface - CopLink/LEAP Repository	1
INT-MA-CRASH	Interface - Massachusetts e Crash Reporting	1
INT-ECITA-MA	Interface - Massachusetts e-Citation	1
INT-CROSSMATCH F	Interface - Crossmatch FTP Need to confirm if Randolph uses Crossmatch?	1
INT-IBR-CONFIG	Interface - NIBRS Module Configuration and Set Up	1
INT-MA-COMP	Interface - MA Complaint Form with e-Submission	1
INT-UTILITY	Interface - UTILITY Body Worn Camera System	1
INT-KGIS-NET	Interface - Key Global Information Sharing	1
<b>Citizen Services</b>		
CIT-SETUP-SJ	Citizen Services - Initiation and Setup - Single Agency	1
CIT-SUP	Citizen Services (Crime View) - Annual Subscription	1
<b>Installation</b>		
POWERBI-ENT-CFG	Power BI Configuration for SQL Enterprise or Standard includes 2 Power BI Pro licenses if customer does not have Enterprise SQL.	1
POWERBI-ADDON	Power BI Pro License for Existing BI User Additional Standard Licenses. License needed per computer.	6
PNX-INS	Installation - Phoenix Software	1
GOOG-MAP-SETUP	Installation - Google Map Setup and Configuration	1
<b>Conversion</b>		
CON-GC-MJ-ADD	Geo Conversion - Multi-Juris Additional Agency Add On	1
CON-MICROSYSTEM	Data Conversion - Pro4 Crime Track - Microsystems	1



**Training**

TRN-ONS-TTT	Training - On-Site Train the Trainer	18
	<p>Includes travel, meals and lodging. A minimum of 3 training days per visit. The Project Mgr. will determine allocation of training days for On Site Train The Trainer, Specialized Training, Post Go Live and Go Live Training. Day sessions are up to 8 hours Monday-Friday 8am-5pm. Recommended class size is 8. Unused sessions will be banked indefinitely. Please note, if 2 trainers work a training day, 2 training days expire. If this is Multi Juris centralized training is required.</p>	
TRN-REM-WEB	Training - Off-Site On-Line (WEB and/or Telephone)	10
	<p>Up to 4 hours per session during regular working days M-F 8:30am - 5pm. Limited to 6 users per session.</p>	

**Project Management**

PM-GEN	Project Management and Professional Services	1
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**3rd Party Software**

GOOG-MAP-SAAS	Google Map Subscription	40
	<p>Cost: \$3,200.00 (\$80.00/item)</p>	

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## Terms & Conditions

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### Application Software

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#### CAD Status Client

Must meet the hardware requirements and be connected to Phoenix CAD server on a high speed IP LAN . Installation of Microsoft .Net 4.5 as part of the Windows O/S is required.

Minimum system requirements change frequently due to technological improvements by ProPhoenix and other Hardware and Software Manufacturers. Please check with your Sales Representative or Account Manager for the most current requirements.

To use third party Map functions the appropriate Mapping licensing is required .

If applicable, on-site will require travel costs that are the responsibility of the customer and will be billed upon completion.

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#### Court Module

Court Module major functionality includes:

- Automatic court records creation from Booking and Citation module
- Court schedule/reschedule
- Disposition update (auto update to Police records)
- Payment schedule
- Cash Register

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#### IA - Phoenix Internal Affairs (IA)-Site License (Law)

ProPhoenix Internal Affairs is a full featured solution designed to support the standards held by most law enforcement agencies. Using the latest Microsoft Technologies, and configured with an independent SQL database that does not allow access outside of an authorized IA user list.

Built on the same .NET and browser based technologies as our ProPhoenix suite of products, any authorized user can access this system anytime, anywhere.

o Independent product with no access from regular CAD and RMS users

o Easy to understand User Interface

o Complaint Entry – Anywhere, Anytime

o Case Management

o Effective Notification and Early Warning Systems

o Full Reporting System

o Automated Correspondences and Statistical Reports

o Phoenix integrated Video Interview Module is compatible with IA (Optional)

Subscription (Cloud) Accounts: Because the IA module does not contain NCIC access, ProPhoenix utilizes the standard Microsoft Azure Cloud service and not the NCIC required Government Cloud Service.

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#### Law Personnel Scheduling Module

COTS Law Enforcement Scheduling Module will be configured to meet the agency requirements. Custom programming may be at additional cost.



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## **RMS Client - Single Juris - Police (Site License)**

Hardware and all the necessary system software along with its installation & configuration are the responsibility of the customer unless otherwise stated. System specifications must meet the minimum requirements.

Minimum system requirements change frequently due to technological improvements by ProPhoenix and other Hardware and Software Manufacturers. Please check with your Sales Representative or Account Manager for the most current requirements.

To use third party Map functions, the appropriate Mapping licenses are required.

This site license provides unlimited concurrent client connections to the RMS server for the single site application listed on the proposal. Information on upgrading to a multi-juris site license available upon request.

---

## **RMS Server - Multijuris Police - Additional agency**

RMS Server Multijuris license should be already in place. This license is an add-on to the existing RMS Server License. To use third party Map functions, the appropriate Mapping licenses are required.

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## **WDA (Mobile) Client - Police (Site License)**

WDA works with IP based communication link. Customer is required to procure the necessary hardware, software and service to establish the secure TCP/IP communication channel between wireless client and the Phoenix WDA server . ProPhoenix recommends NetMotion Mobility Software  
Any GPS device that can be connected via serial port or USB which output's data in NMEA2 format can be used with WDA. WDA will automatically detect the GPS existence with no configuration .

Minimum system requirements change frequently due to technological improvements by ProPhoenix and other Hardware and Software Manufacturers. Please check with your Sales Representative or Account Manager for the most current requirements.

To use third party Map functions, the appropriate Mapping licenses are required..

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## **WDA - PD App Server License for Tablet and Phone**

WDA App works with IP based communication. Customer is required to procure the necessary hardware, software, and service to establish the secure TCP/IP communication channel between wireless client and the Phoenix WDA App server. ProPhoenix recommends NetMotion Mobility Software. If this is an unsecured mobile device CJIS Security Requirements mandate 2 Factor Authentication. ProPhoenix provides 2FA at no additional cost. If needed, contact support for assistance with 2FA.

Minimum system requirements change frequently due to technological improvements by ProPhoenix and other Hardware and Software Manufacturers. Please check with your Sales Representative or Account Manager for the most current requirements.

To use third party Map functions, the appropriate Mapping licenses are required.. App server supports iPad, Android and Windows Surface Pro

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## **Interface**

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### **Interface - CopLink/LEAP Repository**

COPLINK seamlessly allows for regional information sharing. ProPhoenix will submit required data to a folder to be consumed by LEAP.

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### **Interface - Crossmatch FTP**

State integrated live scan interface includes:  
Requirement analysis, design and development  
Testing, documentation, implementation and desktop training.



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## Interface - Key Global Information Sharing

KGIS.Net interface provides the access to share certain information securely among other Phoenix users without duplicating the data (including index replication). Customer will have to open read-only access to Company KGIS Server. Customer has some options to limit the amount of detail information that can be shared. Data communication is based on GJXML schema.

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## Interface - MA Complaint Form with e-Submission

The main objective of the EACC is to promote seamless, timely public safety information sharing across the various local, regional, and state public safety agencies. MA State Criminal Complaints (EACC) can be electronically sent to MA State from the Arrest screen

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## Interface - Massachusetts e Crash Reporting

Form generation, Phoenix RMS Traffic Module population, and electronic submission to the State of Massachusetts. Customer must assist with the form creation, and if available for electronic submission, assist with the submission testing and data certification with the state.

Massachusetts Registry of Motor Vehicles (RMV) implemented a process for submitting these Motor Vehicle Crash Police Report forms electronically. This allows for the automated submission of these reports and significantly reduces the effort and inevitable errors that are associated with making these submissions manually. This benefits both the RMV and the individual law enforcement agencies because manual processes are currently involved on both sides of the submission. It also should reduce the number forms that are sent back for reprocessing due to errors or insufficient information

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## Interface - Massachusetts e-Citation

ProPhoenix will develop the necessary screens in the WDA and RMS software to capture and produce the Massachusetts uniform traffic citation. Once the citation is completed, it will be seamlessly inserted into the RMS traffic module and be available for printing in the vehicle.

Electronic transfer - Phoenix will download the eCitation to RMS.

Agency needs to sign up with CJIS for e-Citation. Summons/Citations entered via CJIS portal (State Portal) and it will go to state and it will be automatically downloaded into Phoenix Citation module. - An automatic duplicate name check will be performed. If any match is found with the Last Name, First Name, DOB, Race, and Sex, the existing name will be used. If not, a new name will be created.

Note: State doesn't support Vendor to push/submit the E-ticket to state.

---

## Interface - NIBRS Module Configuration and Set Up

Requirements for assisting customer with submitting live NIBRS information to the State. NIBRS Module Mapping of Charge Codes, Review and configuration of CFS Codes, Training, State Certificate and Configuration of NIBRS functionality in the ProPhoenix applications. Includes the necessary set up of the connections with the State for successful test submissions, and preparation and testing for live submissions. No additional servers or hardware are required. This will be installed with the Phoenix Records Management System.



## Interface - UTILITY Body Worn Camera System

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A CSV File can be created containing the following fields –

- Call #
- CAD CFS
- Case #
- Management CFS (Highest)
- Officer Badge # (Payroll #)
- Dispatched Time
- Finished Time
- Street Address
- City

ProPhoenix is sending the information of Prime Officer, date, time, IR number etc to Body Cam Vendor by scheduled job interval. They are attaching this info to their video file so agencies can search in the vendor system using Phoenix information. Currently, they can look up video by officer or date and time. This allows them to look up video with Case Number Prime officer locations, etc.

No information is saved to the ProPhoenix database.

## Citizen Services

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### Citizen Services (Crime View) - Annual Subscription

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Citizen Services is a subscription service hosted by ProPhoenix Corp. The minimum term is 1 year which is renewed annually unless cancelled in writing 60 days prior to expiration. {agencyname}.prophoenix.com will be established and hosted by the Company. Citizen Services allows the public to access the website to perform various online reporting functions.

### Citizen Services - Initiation and Setup - Single Agency

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## Installation

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### Installation - Google Map Setup and Configuration

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Enable Google map integration with either RMS, CAD and WDA for either Police or Fire usage. Annual Subscription is required which may be listed as a separate line item.

Google no longer supports IE9 and users must upgrade to IE10 or higher to properly display Google Mapping.

### Installation - Phoenix Software

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Server Hardware and System Software must be installed, configured, and available before installation can begin.

Customer must provide remote access with full Administrator privilege to the server. Each CAD client PC's should be available on the network with the minimum recommended configuration.

Installation will be done remotely using Remote Desktop access.

Optional on-site installation requests will require travel and personnel costs that are the responsibility of the customer and will be billed upon completion. Estimates of cost will be provided if on-site installation is desired and will be based on our actual cost for personnel, travel and accommodations. Meals and incidentals will be actual cost not to exceed the IRS per diem.

Contact ProPhoenix to discuss the minimum hardware requirement and various configuration options.

### Power BI Configuration for SQL Enterprise or Standard

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ProPhoenix will configure the database for BI, setup all the supplied dashboards and enable them from within RMS.

This set up includes 2 Power BI Pro licenses if Customer does not use SQL Enterprise version.



**Power BI Pro License for Existing BI User**

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Additional License for use with ProPhoenix BI module and SQL Std. This is only required if using SQL Standard. If SQL Enterprise with Software assurance is available, then Power BI client license already included.

**Conversion**

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**Data Conversion - Pro4 Crime Track - Microsystems**

**DATA CONVERSION:**

1. ProPhoenix will follow our standard conversion process, which means taking the provided data and converting it into a separate conversion database within the ProPhoenix application. This database will be used by Customer for review and acceptance purposes
2. Customer will provide data to ProPhoenix in the format requested for the initial conversion package.
3. This data will NOT be used for training as it will take a significant amount of dialogue and time between the customer and our conversion team to perfect the conversion prior to insertion in the production database. In order for the customer to properly assist with the conversion process, they will need to understand our system. In addition to the database, the Customer will provide a data dictionary and copies of case reports and other reports as needed to assist ProPhoenix in table and field identification. The case reports need to contain as much collected information as possible i.e.: names (victim-complainant-officer), property, vehicles, arrest info, etc.
4. Therefore, converted data will not be available for training purposes.
5. As data is converted, Customer must review and approve it before it is moved into the production database.
6. After Customer stops using the legacy system, they will provide a new copy of their legacy data which will be used for final conversion into the production database. Live data will have the same integrity standards as the conversion data that the customer has reviewed and approved. ProPhoenix will only provide one final conversion and only after the legacy system is no longer used.
7. ProPhoenix does not include property room conversion in the standard conversion package. It may be possible to convert Property Room property but that determination cannot be made without an independent data analysis. Property Room conversion would be a separate conversion at an additional cost. ProPhoenix does not recommend warrant conversion.

**TERMS AND AGREEMENT FOR MICROSYSTEMS DATA CONVERSION:**

Customer is responsible to provide the data in ASCII, tab delimited format, or in SQL format along with its data layout. ProPhoenix does require a complete copy of the database at the beginning of the conversion process and a final copy when new data is no longer entered into the legacy system. Any data entered by customer after the final copy of the legacy database is converted will not be part of the final conversion.

In addition, Customer must provide code mapping assistance and validate all converted data for accuracy.

Customer will ask the legacy vendor for a data dictionary and the vendor has agreed to take calls answering questions about the files. The legacy vendor will not perform any additional data conversion tasks.

Company will work with the Customer and will convert by standard conversion methods as much meaningful data that can be brought over to the existing Phoenix modules as possible. Meaningful data is defined as Incident Data, Name Data, Arrest Entry Data, CAD Data, and Report Narratives and Mug Shots (if possible; TBD after analysis).

At this point, the legacy vendor will not be involved in the conversion process (other than defined in 2 above) and ProPhoenix will be working with end users whom Customer has determined to have the most expertise on their department's data. At this point, the Customer will rely on the technical expertise of ProPhoenix regarding data conversion.

Any additional data needing conversion, which is requested by the customer, must be mutually agreed upon and may be at additional cost and analysis.

Customer must validate the data for accuracy.

Once final validation is received from Customer the data will be inserted into the Live Production Database. Once done, this cannot be repeated and is considered the final conversion.



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### Geo Conversion - Multi-Juris Additional Agency Add On

Configure juris information and convert and merge GEO data for the new locations.

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## Training

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### Training - Off-Site On-Line (WEB and/or Telephone)

The price is \$125 per hour and there is a one hour minimum for on-line training.

The time be rounded up to the next half hour. Example: 1 hour and 47 minutes is rounded up to 2 hrs.

There is no limit to the number of students, but care must be used by customer to arrange effective class sizes taking into account the size of the screen for the on-site viewing.

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### Training - On-Site Train the Trainer

Onsite training consists of:

- O 8 hour day including setup and QA period. – typically using a train-the-trainer approach
- O Customer Provides the training location, workstations and projection equipment for students and instructor
- O Up to 12 students maximum
- O On any topic the customer chooses based on training agendas developed by ProPhoenix
- O Primary focus of Training for new implementations will focus on Core Modules needed for go-live
- O Recommended agendas are established for project implementation and train-the-trainer sessions
- O Specialized Training for specific topics such Alarms Billing, Evidence Management, Document Management, Fleet Management, etc.
- O Advanced training is for users that are responsible for managing the system and users
- O Onsite Support is treated the same as training and is design the new customer get through the initial go-live and field questions as they come up
- O Post Go-Live training is used to review areas that the customer is having some doubts and to provide training on specialized modules
- O Per Diem and Travel expenses billed to customer unless otherwise specified in the agreement
- O Provided training is to be held between 8AM and 5PM Monday thru Friday (later hours may be available at additional cost)

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## Project Management

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### Project Management and Professional Services

ProPhoenix has developed a project management methodology based on best practices and on Project Management Institute (PMI) recommendations. All new projects are divided into the following six distinctive project phases.

1. Initiation: Establish initial communication with the customer, set up internal systems, on-site analysis and initiation of the planning stage.
2. Planning: Conduct site visit if applicable, finalize project plan, and prepare internal team.
3. Implementation: Manage and coordinate with installation team to Install and configure software, conduct system administration training (if contracted), and execute a sample data conversion (if contracted)
4. User Training: If any training days purchased, manage train the trainer training, assist end user training, and prepare to go live.
5. Go-Live: Go live, conduct post go-live training, and perform data conversion (if contracted).
6. Closing: Conduct final review and project close-out. At completion, transfer project management to technical support staff.

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## 3rd Party Software



## Google Map Subscription

Customer must open access to Google Map service from the server and all clients.

Google cost is the total number of vehicles assigned to the Police and/or Fire fleet. CAD client and/or RMS access to Google Map is covered under this umbrella at no additional charge.

Google License Fee is an annual fee. First fee will be invoiced and subsequent year's license fees will be billed with the annual support.

Google no longer supports IE9 and users must upgrade to IE10 or higher to properly display Google Mapping.

Google map subscription is accessed via the internet and may affect data usage. Check with your provider to see if Google Map data consumption may increase data plan costs.



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000113479711.1</b>	<b>Sales Rep</b>	Sabrina Ruocco
<b>Total</b>	<b>\$1,077.08</b>	<b>Phone</b>	(800) 456-3355, 80000
Customer #	81437989	<b>Email</b>	Sabrina_Ruocco@Dell.com
Quoted On	Mar. 01, 2022	<b>Billing To</b>	ANTHONY MARAG
Expires by	Mar. 31, 2022		RANDOLPH POLICE DEPT
Contract Name	Commonwealth of Massachusetts ITC73		41 SOUTH MAIN ST
Contract Code	C000000882007		RANDOLPH, MA 02368
Customer Agreement #	ITC73-Dell		
Solution ID	.		
Deal ID	23625694		

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Sabrina Ruocco

### Shipping Group

Shipping To	Shipping Method
CHRISTINE MORSE RANDOLPH POLICE DEPT 41 SOUTH MAIN ST RANDOLPH, MA 02368 (781) 963-1212	Standard Delivery Free Cost

Product	Unit Price	Quantity	Subtotal
Dell 27 Monitor - P2722H, 68.6cm (27")	\$269.27	4	\$1,077.08

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<b>Subtotal:</b>	<b>\$1,077.08</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$1,077.08</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$1,077.08</b>

## Shipping Group Details

### Shipping To

CHRISTINE MORSE  
RANDOLPH POLICE DEPT  
41 SOUTH MAIN ST  
RANDOLPH, MA 02368  
(781) 963-1212

### Shipping Method

Standard Delivery Free Cost

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<b>Dell 27 Monitor - P2722H, 68.6cm (27")</b>	<b>\$269.27</b>	<b>Quantity</b> <b>4</b>	<b>Subtotal</b> <b>\$1,077.08</b>
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Estimated delivery if purchased today:  
Mar. 15, 2022  
Contract # C000000882007  
Customer Agreement # ITC73-Dell

Description	SKU	Unit Price	Quantity	Subtotal
Dell 27 Monitor - P2722H, 68.6cm (27")	210-BBCK	-	4	-
Dell Limited Hardware Warranty	814-5380	-	4	-
Advanced Exchange Service, 3 Years	814-5381	-	4	-

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<b>Subtotal:</b>	<b>\$1,077.08</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$1,077.08</b>

# Important Notes

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## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000113376124.1</b>	Sales Rep	Sabrina Ruocco
<b>Total</b>	<b>\$30,218.86</b>	Phone	(800) 456-3355, 80000
Customer #	81437989	Email	Sabrina_Ruocco@Dell.com
Quoted On	Feb. 28, 2022	<b>Billing To</b>	ANTHONY MARAG
Expires by	Mar. 30, 2022		RANDOLPH POLICE DEPT
Contract Name	Dell Midwestern Higher Education Compact (MHEC) Master Agreement		41 SOUTH MAIN ST RANDOLPH, MA 02368
Contract Code	C000000181093		
Customer Agreement #	MHEC-07012015		
Solution ID	15713390.1		
Deal ID	23625694		

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Sabrina Ruocco

### Shipping Group

Shipping To	Shipping Method
ANTHONY MARAG RANDOLPH POLICE DEPT 41 SOUTH MAIN ST RANDOLPH, MA 02368 (781) 963-1212	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell EMC ME4024 Storage Array - [amer_me4024_13100]	\$19,938.36	1	\$19,938.36
PowerSwitch N3200-ON OS6 - [amer_n3200-on_13622_os6]	\$5,140.25	2	\$10,280.50

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<b>Subtotal:</b>	<b>\$30,218.86</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$30,218.86</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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<b>Total:</b>	<b>\$30,218.86</b>
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## Shipping Group Details

### Shipping To

ANTHONY MARAG  
 RANDOLPH POLICE DEPT  
 41 SOUTH MAIN ST  
 RANDOLPH, MA 02368  
 (781) 963-1212

### Shipping Method

Standard Delivery

<b>Dell EMC ME4024 Storage Array - [amer_me4024_13100]</b>	<b>\$19,938.36</b>	<b>Quantity</b> 1	<b>Subtotal</b> \$19,938.36
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Estimated delivery if purchased today:  
 Apr. 14, 2022  
 Contract # C000000181093  
 Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Quantity	Subtotal
Dell EMC ME4024 Storage Array	210-AQIF	-	1	-
10Gb iSCSI BaseT 8 Port Dual Controller	403-BBXK	-	1	-
Rack Rails 2U	770-BECR	-	1	-
ME Series 2U Bezel	325-BDDO	-	1	-
Power Supply, 580W, Redundant	450-AHSQ	-	1	-
Dell EMC ME4024 Shipping	340-CHFH	-	1	-
US Order	332-1286	-	1	-
ProSupport Mission Critical: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 3 Years	821-6077	-	1	-
ProSupport Mission Critical: 7x24 HW/SW Technical Support and Assistance, 3 Years	821-6082	-	1	-
Dell Hardware Limited Warranty	821-6130	-	1	-
Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355	989-3439	-	1	-
ProDeploy Dell EMC Storage ME 4XXX 2U	822-2923	-	1	-
ProDeploy Dell EMC Storage ME 4XXX 2U Deployment Verification	822-2924	-	1	-
Hard Drive Filler 2.5in, single blank	400-AEPR	-	19	-
1.92TB SSD SAS ISE Read Intensive 12Gbps 512 2.5in Hot-plug AG Drive	400-AXPB	-	5	-
Powercord,125 Volt,15Amp,10 Foot, C13 to NEMA 5-15	450-AAME	-	1	-
Powercord,125 Volt,15Amp,10 Foot, C13 to NEMA 5-15	450-AAME	-	1	-

<b>PowerSwitch N3200-ON OS6 - [amer_n3200-on_13622_os6]</b>	<b>\$5,140.25</b>	<b>Quantity</b> 2	<b>Subtotal</b> \$10,280.50
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Estimated delivery if purchased today:  
 Jul. 29, 2022  
 Contract # C000000181093  
 Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Quantity	Subtotal
N3224T-ON, 24x1G RJ-45, 4x10G SFP+, 2x100G QSFP28, 1xAC PSU, PS/IO, OS6	210-ASPV	-	2	-
Dell EMC N3200 User guide	343-BBNX	-	2	-
Dell Hardware Limited Warranty 1 Year	828-9273	-	2	-
Lifetime Limited Hardware Warranty with Basic Hardware Service Next Business Day Parts Only on Your Network Switch	828-9274	-	2	-

ProSupport Next Business Day Onsite Service After Problem Diagnosis, 3 Years	828-9277	-	2	-
ProSupport 7x24 HW-SW Technical Support, 3 Years	828-9291	-	2	-
Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355	989-3439	-	2	-
ProDeploy Dell Networking N Series 3XXX Switch - Remote	847-2851	-	2	-
Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13	450-AAFH	-	2	-

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<b>Subtotal:</b>	<b>\$30,218.86</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$30,218.86</b>

# Important Notes

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For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^Dell Business Credit (DBC):**

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000113371594.1</b>	Sales Rep	Sabrina Ruocco
<b>Total</b>	<b>\$14,163.24</b>	Phone	(800) 456-3355, 80000
Customer #	81437989	Email	Sabrina_Ruocco@Dell.com
Quoted On	Feb. 28, 2022	<b>Billing To</b>	ANTHONY MARAG
Expires by	Mar. 30, 2022		RANDOLPH POLICE DEPT
Contract Name	Dell Midwestern Higher Education Compact (MHEC) Master Agreement		41 SOUTH MAIN ST
Contract Code	C000000181093		RANDOLPH, MA 02368
Customer Agreement #	MHEC-07012015		
Solution ID	15713000.1		

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Sabrina Ruocco

### Shipping Group

Shipping To	Shipping Method
ANTHONY MARAG RANDOLPH POLICE DEPT 41 SOUTH MAIN ST RANDOLPH, MA 02368 (781) 963-1212	Standard Delivery

Product	Unit Price	Quantity	Subtotal
PowerEdge R650 - [AMER_R650_14796]	\$7,081.62	2	\$14,163.24

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<b>Subtotal:</b>	<b>\$14,163.24</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$14,163.24</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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<b>Total:</b>	<b>\$14,163.24</b>
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## Shipping Group Details

### Shipping To

ANTHONY MARAG  
 RANDOLPH POLICE DEPT  
 41 SOUTH MAIN ST  
 RANDOLPH, MA 02368  
 (781) 963-1212

### Shipping Method

Standard Delivery

	Quantity	Subtotal
<b>PowerEdge R650 - [AMER_R650_14796]</b>	<b>2</b>	<b>\$7,081.62</b>
		<b>\$14,163.24</b>

Estimated delivery if purchased today:

Apr. 07, 2022

Contract # C000000181093

Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Quantity	Subtotal
PowerEdge R650 Server	210-AYJZ	-	2	-
8x2.5 Front Storage	379-BEIC	-	2	-
SAS/SATA Backplane	379-BDSS	-	2	-
No Rear Storage	379-BDTE	-	2	-
Trusted Platform Module 2.0 V3	461-AAIG	-	2	-
2.5" Chassis with up to 8 Hard Drives (SAS/SATA), 3 PCIe Slots, 2 CPU	321-BGHH	-	2	-
Intel Xeon Gold 5315Y 3.2G, 8C/16T, 11.2GT/s, 12M Cache, Turbo, HT (140W) DDR4-2933	338-CBWM	-	2	-
Intel Xeon Gold 5315Y 3.2G, 8C/16T, 11.2GT/s, 12M Cache, Turbo, HT (140W) DDR4-2933	338-CBWM	-	2	-
Additional Processor Selected	379-BDCO	-	2	-
Heatsink for 2 CPU configuration (CPU less than or equal to 165W)	412-AAVP	-	2	-
Performance Optimized	370-AAIP	-	2	-
3200MT/s RDIMMs	370-AEVR	-	2	-
RAID 1	780-BCDN	-	2	-
PERC H755 SAS Front	405-AAZB	-	2	-
Front PERC Mechanical Parts, front load	750-ACFR	-	2	-
Power Saving Dell Active Power Controller	750-AABF	-	2	-
UEFI BIOS Boot Mode with GPT Partition	800-BBDM	-	2	-
4 Standard Fans for 2 CPU	750-ADII	-	2	-
Dual, Hot-plug, PSU (1+1), 800, Mixed Mode	450-AIQX	-	2	-
Riser Config 0, 2CPU, Half Length, Low Profile, 3 x16 Slots, SW GPU Capable	330-BBRP	-	2	-
PowerEdge R650 Motherboard	329-BFGW	-	2	-
iDRAC9, Enterprise 15G	385-BBQV	-	2	-
Broadcom 5720 Quad Port 1GbE BASE-T Adapter, OCP NIC 3.0	540-BCOB	-	2	-
Standard Bezel	325-BCHH	-	2	-
Luggage Tray x8 and x10 Chassis, R650	350-BCEI	-	2	-
BOSS Blank	403-BCID	-	2	-
No Quick Sync	350-BBXM	-	2	-

iDRAC,Factory Generated Password	379-BCSF	-	2	-
iDRAC Group Manager, Disabled	379-BCQY	-	2	-
No Operating System	611-BBBF	-	2	-
No Media Required	605-BBFN	-	2	-
Cable Management Arm	770-BDMT	-	2	-
ReadyRails Sliding Rails Without Cable Management Arm or Strain Relief Bar	770-BECD	-	2	-
No Systems Documentation, No OpenManage DVD Kit	631-AACK	-	2	-
PowerEdge R650 Shipping	340-CUQR	-	2	-
R650 Ship 8x2.5	340-CUQO	-	2	-
PowerEdge R650 CCC Marking, No CE Marking	389-DYHX	-	2	-
PowerEdge R650 Non BIS Marking	389-DYHZ	-	2	-
US Order	332-1286	-	2	-
Custom Configuration	817-BBBB	-	2	-
Dell Hardware Limited Warranty Plus Onsite Service	853-2137	-	2	-
ProSupport Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch 39 Months	853-2156	-	2	-
ProSupport Mission Critical 7x24 Technical Support and Assistance 39 Months	853-2157	-	2	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="http://www.dell.com/support">//www.dell.com/support</a> or call 1-800- 945-3355	989-3439	-	2	-
On-Site Installation Declined	900-9997	-	2	-
8GB RDIMM, 3200MT/s, Single Rank	370-AEVO	-	32	-
960GB SSD SATA Read Intensive 6Gbps 512e 2.5in Hot Plug S4510 Drive, 1 DWPD,	400-BDNJ	-	4	-
C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America	492-BBDI	-	4	-

<b>Subtotal:</b>	<b>\$14,163.24</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$14,163.24</b>

# Important Notes

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## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**SUPPORTING DOCUMENTATION – INTERMUNICIPAL AGREEMENT**

# Attachment A – Governance Agreement

## INTERMUNICIPAL AGREEMENT FOR EMERGENCY COMMUNICATIONS AND DISPATCH SERVICES BETWEEN RANDOLPH AND BRAINTREE

THIS AGREEMENT is entered this 1st day of March, 2022 (the "Commencement Date") by and among the **TOWN OF BRAINTREE**, a Massachusetts municipality acting by and through its duly authorized Mayor, with a mailing address of 1 JFK Memorial Drive, Braintree, Massachusetts 02184 ("Braintree"), and the **TOWN OF RANDOLPH**, a Massachusetts municipality acting by and through its duly authorized Town Manager, with a mailing address of Town Hall, 41 S. Main Street, Randolph, Massachusetts 02368 ("Randolph"). Braintree and Randolph shall sometimes be referred to herein as a "Town" or the "Towns" or as a "Party" or the "Parties."

### WITNESSETH:

**WHEREAS** the Towns are each empowered by law to staff, maintain and operate a public safety communications/dispatch center, which is a proper governmental function and service; and

**WHEREAS**, Braintree has offered to establish and maintain an emergency communications center located at 2 JFK Memorial Drive, Braintree (the "Braintree-Randolph Emergency Communications Center"), ("BRECC"), which is capable, within reasonable limitations, of providing emergency communications and dispatch services for the Towns of Braintree and Randolph; and

**WHEREAS** Braintree and Randolph desire to have the Braintree-Randolph Emergency Communications Center to serve as a regional emergency communications center providing emergency communications and dispatch services for both Towns; and

**WHEREAS** the Towns may, pursuant to Section 4A of Chapter 40 of the Massachusetts General Laws, enter into an inter-municipal agreement to perform jointly activities or undertakings which either of the Towns is authorized by law to perform; and

**WHEREAS** Section 18C of Chapter 6A of the General Laws authorized municipalities to enter into written agreements to provide for regional emergency dispatch services; and

**WHEREAS** the Towns intend that this Agreement shall set forth the terms and conditions of performing jointly the provision of emergency communications and dispatch services for both Towns, including the maximum financial liability of the Towns, in accordance with Section 4A of Chapter 40 of the Massachusetts General Laws;

**NOW THEREFORE**, in consideration of the mutual covenants and agreements set forth herein, the Towns agree as follows:

#### 1. Approval by State Agencies:

Pursuant to Sections 18B and 18D of Chapter 6A of the Massachusetts General Laws, this Agreement is

subject to review and approval by the State 911 Department, within the Massachusetts Executive Office of Public Safety. After executing this Agreement, the Towns shall forthwith apply for a regional Public Safety Answering Point, as that term is defined by Section 18A of Chapter 6A of the Massachusetts General Laws ("PSAP"). As part of the Towns' application, Randolph shall provide a letter indicating that Randolph has designated Braintree as Randolph's PSAP because of this Agreement (contingent upon approval). If the required approvals, described in this Section 1, are not obtained on or before April 1, 2024, this Agreement shall terminate, and all obligations of the Towns under this Agreement shall cease unless the parties mutually agree to an extension of this date.

## **2. Service:**

Braintree shall use the BRECC to furnish emergency police, fire and emergency medical communication and dispatch services to Randolph, and said services shall be substantially the same as those rendered to Braintree. Those services shall include:

- (a) Receiving emergency and routine calls for police, fire, and emergency medical services, in addition to emergency calls for other municipal matters, including public works, municipal light, and animal control services;
- (b) Directing a response to said calls by either dispatching the appropriate police, fire or medical unit or forwarding of the call to the appropriate department or agency for response;
- (c) Providing on-going communication support to emergency personnel in the field;
- (d) Maintaining dispatch logs and 911 recordings as required by law;
- (e) Providing data and records from/to the Criminal Justice Information Services (CJIS), the Criminal History Systems Board (CHSB) and the National Crime Information Center (NCIC);
- (f) Updating, maintaining, and managing the radio communications systems, computer systems, support files, equipment and resource materials necessary to accomplish the above; and
- (g) Any other service or duty required by law of a PSAP.

The BRECC shall be treated as a municipal facility of the Town of Braintree, subject to the terms of this Agreement and any applicable requirements of law, and all employees and officials providing services relating to the BRECC shall be employees and officials of the Town of Braintree, unless specifically otherwise stated herein. Any Town officers responsible for this Agreement shall give appropriate performance bonds, to the extent required by law.

Pursuant to this Agreement, each Town intends to provide its police department emergency communications and dispatch services through the BRECC. However, each Town shall retain the ability to determine whether the emergency communications and dispatch service for its fire and emergency medical services will be done through the BRECC under this Agreement, or will be handled separately by that Town, which shall be determined by each Town in its sole discretion, and which determination may be adjusted in each Town's discretion during the term of this Agreement.

**3. Discretion Regarding Manner of Providing Service:**

- (a) There shall be a Director of Emergency Communications who shall oversee the operations of the BRECC, subject to the requirements contained in this Agreement. The Director of Emergency Communications shall have final decision-making authority regarding all matters involving the day-to-day operation of the BRECC. The Director of Emergency Communications shall provide reports on a regular basis to the BRECC Operations Committee concerning the BRECC operations, including the facility, staffing and budget for the BRECC. The Director of Emergency Communications shall be an employee of the Town of Braintree and shall be appointed by the Town of Braintree, upon receipt of a recommendation from the BRECC Operations Committee. At least one Committee member from each municipality shall participate in the hiring process for the Director of Emergency Communications, along with the Braintree Human Resources Director, including reviewing of applications and participation in interviews. The BRECC Operations Committee and Braintree Human Resources Director shall each then make a recommendation to the Mayor of Braintree for hiring. In the event that the Mayor seeks to appoint an appointee who is not the person recommended by the BRECC Operations Committee, no such appointment shall take place without prior consultation between the Chief Executives of Randolph and Braintree.
- (b) The Director of Emergency Communications shall be supervised by the Town of Braintree, subject to the requirements for that position contained in this Agreement.
- (c) After April 1, 2024, the position of Director of Emergency Communications shall be filled and shall not become vacant for a period of more than 90 days in any one calendar year. No acting or interim Director of Emergency Communications shall be appointed for a period of longer than 90 days in any one calendar year.
- (d) The BRECC Director of Emergency Communications, in collaboration with the police and fire chiefs of Braintree and Randolph, or their designees, shall develop consolidated written procedures for the operation of the BRECC governing the deployment of emergency services in Braintree and Randolph (the "Dispatch Protocols"). The Dispatch Protocols shall take effect, and may be amended, upon approval by the BRECC Operations Committee.
- (e) Notwithstanding the foregoing, the Towns agree that any incident involving a life-threatening situation shall receive the highest priority of communications and dispatch.
- (f) In the event of a failure of the BRECC communications network or the PSAP, the BRECC Director of Emergency Communications shall have the authority to implement emergency procedures to manage the event. The Towns shall agree upon emergency procedures as part of the materials submitted to the State 911 Department, with the approval of the BRECC Operations Committee. The emergency procedures may be reviewed and updated by the Towns on an annual basis, with the approval of the BRECC Operations Committee.
- (g) To the extent that the BRECC creates, receives or maintains records or information that is confidential or otherwise protected from public disclosure, each Town shall be permitted to access any record or information that relates to emergency and other services rendered within that Town and each Town shall be permitted to access the records and information that are necessary for each Town to conduct its business, in compliance with all requirements of law.

**4. BRECC Operations Committee:**

- a) There is hereby established a BRECC Operations Committee to provide general oversight of the performance and operations of the BRECC, including operational protocols and procedures. The BRECC Operations Committee shall be a four-member committee, with two members designated from each Town. At times when the Police and Fire dispatch and communications services for both Towns are performed by the BRECC under this Agreement, the Police Chief and Fire Chief for Randolph, and the Police Chief and Fire Chief for Braintree, shall serve as their community's respective designated representatives on the BRECC Operations Committee. At all other times, the representatives from each Town shall be the Chief of the participating public safety department that is participating in the BRECC dispatch and communications services and an employee of that public safety department, who shall be appointed by the respective Town's Chief Executive Officer. The BRECC Operations Committee shall meet at least semi-annually, or more frequently as necessary, to advise the Towns regarding the budget and operations of the BRECC and to perform the other functions described in this Agreement. The BRECC Operations Committee may elect a chair and vice chair on an annual basis and shall make decisions by majority vote, except as otherwise required by law. The BRECC Operations Committee may vote to adopt a procedures manual to govern its own operations, which may be amended from time to time. Its procedures may be otherwise governed by the most recent edition of Robert's Rules of Order.
- b) In the event that a member of the BRECC Operations Committee will be temporarily absent from a meeting or meetings, the Town Manager of Randolph (if the member is a Randolph representative) or the Mayor of Braintree (if the member is a Braintree representative) may appoint an alternate representative to serve in that representative's place on a temporary basis, as long as the alternate is an employee of the same public safety department as the member that he or she is temporarily replacing. An alternative representative shall have the authority to make decisions in the name and stead of the person whom he or she has temporarily replaced. An alternative representative's authority shall cease upon written notice from the absent committee member, or upon the appointment of a new representative to that committee member's seat by the Chief Executive Officer of the respective Town. A BRECC Operations Committee representative shall cease to be a Committee representative if his/her Town ceases to be a party to this Agreement.
- c) The BRECC Operations Committee shall have the authority to:
- Approve the annual operating, facility and staffing plans of the BRECC and changes thereto, in conformance with applicable standards.
  - Approve operating policies and procedures that govern the BRECC in conformance with applicable standards.
  - Recommend the appointment of all employees: i) whose work will be located, in whole or in part, at the BRECC; or ii) whose work will be funded as part of the BRECC Annual Operating Costs. At least one BRECC Operations Committee member from each municipality shall participate in the hiring process for any such employees, along with the Braintree Human Resources Director and the Director of Emergency Communications, including reviewing of applications and participation in interviews. The BRECC Operations Committee, the Director of Emergency Communications and Braintree Human Resources Director shall each

then make a recommendation to the Mayor of Braintree for hiring. In the event that the Mayor seeks to appoint an appointee who is not the person recommended by the BRECC Operations Committee, no such appointment shall take place without prior consultation between the two municipal Chief Executives of Randolph and Braintree.

- Promote diversity, equity and inclusion for BRECC hiring and BRECC operations.
- Review and approve the BRECC Annual Operating Costs, as further described below.

#### **5. Radio Systems:**

- (a) Randolph and Braintree shall obtain and keep current all licenses relating to their respective frequencies granted by the Federal Communications Commission (FCC) under Part 90 of the FCC rules and regulations. Each Town shall notify the other Town at least 90 days prior to filing any application with the FCC to modify any component of the Town's FCC license to operate the radio systems. The Towns shall operate the radio system in accordance with Part 90 of the FCC rules and regulations.
- (b) The costs associated with any decision by Randolph to change Randolph's radio system that does not involve the BRECC, including the addition of base stations, receiver sites, or new telecommunications infrastructure, but excluding a plan for interoperability between the Towns' respective radio systems, shall be paid for solely by Randolph (through any funding source available to it, including grants or borrowing) or through an approved Development Grant by the State 911 Department at no cost to Braintree.
- (c) The costs associated with any decision by Braintree to change Braintree's radio system that does not involve the BRECC, including the addition of base stations, receiver sites, or new telecommunications infrastructure, but excluding a plan for interoperability between the Towns' respective radio systems, shall be paid for solely by Braintree (through any funding source available to it, including grants or borrowing) or through an approved Development Grant by the State 911 Department at no cost to Randolph.
- (d) Except as otherwise provided in this Agreement, equipment purchased by Braintree with funds from the State 911 Department or another grant source that resides within the Town of Randolph shall be owned and maintained by Randolph. Except as otherwise provided in this Agreement, Equipment purchased by Randolph with funds from the State 911 Department or another grant source that resides within the Town of Braintree shall be owned and maintained by Braintree.
- (e) Except as otherwise provided in this Agreement, Randolph will be responsible for maintenance and for future upgrades and improvements to Randolph's radio systems. Except as otherwise provided in this Agreement, Braintree will be responsible for maintenance and for future upgrades and improvements to Braintree's radio systems.

#### **6. Media Inquiries:**

Media Inquiries regarding the operations of the BRECC shall be referred to the BRECC Director of Emergency Communications. Media inquiries concerning specific incidents under the jurisdiction of one

of the Towns' respective departments, including police, fire, or emergency medical services (EMS) providers, shall be directed to the appropriate department.

**7. Reporting:**

Within five (5) business days of Braintree's receipt of the quarterly report issued to PSAPs by the Statewide Emergency Telecommunications Board, a copy of said report shall be provided to Randolph. Any other financial or service-related reports regarding the BRECC that are received by either Town (including reports commissioned by the Towns themselves), which constitute public records under the Massachusetts Public Records Law, shall be provided to the BRECC Operations Committee within 30 days of receipt by either Town.

**8. Emergency Communications/Dispatch Fee:**

- (a) Except as otherwise provided herein, during the term of this Agreement, Randolph shall pay an annual Emergency Communications/Dispatch Fee (the "BRECC Fee") to Braintree for the services provided under this Agreement. One such payment shall be made for each fiscal year of the Agreement. Fiscal years shall run from July 1-June 30 of each year. The BRECC Fee shall be prorated during any partial fiscal year of this Agreement.
- (b) If the BRECC is operational as of July 1, 2024 (meaning that the BRECC is providing the services described under this Agreement for both Towns as of that date), then the first BRECC Fee due under this Agreement shall be due for the fiscal year that runs from July 1, 2024 – June 30, 2025. If the BRECC is not operational as of July 1, 2024, then the first BRECC Fee due under this Agreement shall be due for the first fiscal year during which the BRECC becomes operational. The BRECC fee shall be prorated for any portion of any fiscal year during which the BRECC is not operational (meaning that the BRECC did not substantially comply with its obligations to provide the services described under this Agreement for both Towns), including for the first year the BRECC is operational. No BRECC Fee shall be due for any fiscal year prior to the July, 2024- June, 2025 fiscal year, unless the BRECC becomes operational before July 1, 2024.
- (c) The annual BRECC Fee shall be equal to fifty percent (50%) of the total annual cost for operating the BRECC during the applicable fiscal year (the "BRECC Annual Operating Costs"). For the purposes of calculating the BRECC Fee, the BRECC Annual Operating Costs shall not include: i) any costs that were funded by grant funds (regardless of the source or recipient of the grant funds); ii) any costs that were reimbursed by the state or any other entity; or iii) any costs that were expended to operate the BRECC without the approval of the BRECC Operations Committee. In the event that either Town makes a direct payment for something that is covered in the BRECC Annual Operating Costs during the course of the applicable fiscal year, said amount shall be accounted for in the BRECC Fee assessed.
- (d) BRECC Operations Committee Review and Approval of the BRECC Annual Operating Costs. By February 1 of the year prior to the first fiscal year during which a BRECC Fee will be due, the BRECC Director of Emergency Communications shall present the proposed BRECC Annual Operating Costs for the upcoming fiscal year to the BRECC Operations Committee for review, and a copy shall be provided to the Randolph Town Manager and the Mayor of Braintree. The BRECC Operations Committee shall work with the Director of Emergency

Communications in good faith to review the proposal and to create a BRECC Annual Operating Costs amount that is a fair and accurate estimate of the costs to operate the BRECC for the ensuing fiscal year, considering the services that the BRECC will provide pursuant to this Agreement. In order to be approved, the BRECC Annual Operating Costs for the first year during which a BRECC Fee will be due must receive a vote of approval by a simple majority of the full membership of the BRECC Operations Committee and must also separately receive the approval of both the Mayor of Braintree and the Town Manager of Randolph. In the event that the BRECC Operations Committee and Town Chief Executives cannot reach an agreement as to the BRECC Annual Operating Costs for the first year during which a BRECC Fee would be due under this Agreement, the Dispute Resolution Procedures set forth herein shall apply. Subject to the provisions of section 8(e), below, for any subsequent fiscal year of this Agreement, the process for approving the BRECC Fee shall be the same as described in this paragraph, except that separate prior approval by the Town Manager of Randolph and the Mayor of Braintree shall not be required.

- (e) Once the first BRECC Annual Operating Costs amount is approved by the BRECC Operations Committee and the two Town Chief Executives, that amount may automatically increase by up to two and one-half percent (2.5%) during each subsequent fiscal year of this Agreement without the need for an additional vote of approval from the BRECC Operations Committee or Town Chief Executives. An increase in the BRECC Annual Operating Costs of more than 2.5% in any fiscal year will require a vote of approval by the BRECC Operations Committee, as described in paragraph 8(d), above. Nothing in this paragraph shall relieve the BRECC Operations Committee of its rights and obligations regarding ongoing review and oversight of the finances and operations of the BRECC.
- (f) The BRECC Annual Operating Costs shall not include any costs for the lease or purchase of land or buildings for the operation of the BRECC, nor shall it include any type of PILOT or local tax payments.
- (g) No later than March 1 of each year after the initial service year of this Agreement, the variables of Population will be updated according to the most recent records of the Town Clerks of each town, and the variable of '911 Call Volume' will be updated using the most recent statistics from the Computer Aided Dispatch System at the BRECC.
- (h) The BRECC Fee will be applied to the Annual Budget for the BRECC that is developed by Braintree. This Budget will represent the calculations of the total operating costs for the BRECC and will display the amount of reimbursement that the State 911 Department may provide.
- (i) By no later than February 1<sup>st</sup> of each fiscal year after the initial fiscal year of this Agreement during which a BRECC Fee is due, Braintree shall provide Randolph with notice of the BRECC Fee to be charged for the next fiscal year. If the increase in the BRECC Fee is more than 2.5% in any fiscal year, a vote of approval of the BRECC Operations Committee shall be required, as described in paragraphs 8(d) and 8(e), above.
- (j) Payment of the BRECC Fee will be initiated after Randolph becomes operational in the BRECC.

- (k) This Agreement is entered into by both parties based on the understanding and expectation that a substantial portion of the operating expenses of the BRECC will be funded by grants or reimbursements from the Commonwealth of Massachusetts, on an ongoing annual basis. As a result, the Towns agree to make reasonable efforts to seek out any and all available funding, through grants and other resources, in order to continue supporting the operation of the BRECC for the term of this Agreement. Notwithstanding the other terms of this Agreement, any and all payments that the Towns are required to make pursuant to this Agreement shall be subject to appropriation or other availability of funds.
- (l) The Parties are in the process of applying for grant funding for the initial construction and equipping of the BRECC. If the Towns do not receive awards for grants or reimbursement monies sufficient to cover a substantial amount of costs during the first one-year term of this Agreement, this Agreement shall terminate immediately, notwithstanding any of its other terms.

**9. Payments:**

The annual BRECC Fee shall be paid by Randolph to Braintree in quarterly payments, payable on the same day that quarterly tax payments are due in Braintree. Quarterly invoices shall be mailed to Randolph by Braintree not later than thirty (30) days before the due date. If payment is not received by the due date, Braintree may seek any available legal remedy to obtain payment on amounts due. The BRECC Fee is not a tax payment and no penalties, interest or other fees shall accrue on the BRECC Fee. The Town of Randolph may pay the BRECC Fee early without penalty.

**10. Assignment:**

No assignment or other transfer of any right or obligation under this Agreement shall be made by either of the Towns, and any attempt to so assign or transfer such right or obligation shall be a breach of this Agreement and the assignment shall be of no effect. No Town other than Randolph and Braintree shall be permitted to participate in this Agreement or to regularly use the services or facilities of the BRECC, without the prior written consent of authorized representatives of both Randolph and Braintree.

**11. Dispute Resolution:**

- (a) In the event any dispute of any kind should arise between the Towns concerning this Agreement or a purported breach thereof, such dispute may be submitted first to a committee consisting of the Mayor of Braintree and the Town Manager of Randolph. If either Town requests review of a dispute by this committee in writing, the Mayor and Town Manager shall meet within ten (10) business days of receipt of the written request to discuss a resolution of the dispute. If, after twenty (20) business days from the date of the committee meeting, the parties have been unable to resolve the dispute to the mutual satisfaction of the Towns, then the Towns may, by mutual agreement, submit the dispute to a mutually acceptable arbitrator through the American Arbitration Association. The proceedings before said arbitrator shall be governed by the rules and regulations of said Association. Any costs associated with arbitration shall be split evenly between the Towns.
- (b) The Towns may also mutually agree to use other forms of alternative dispute resolution, including mediation, to address disputes arising under this Agreement.

- (c) Notwithstanding any other provision herein, the Towns reserve the right, either in law or equity, by suit, and complaint in specific performance, or other proceeding, to enforce or compel performance of any or all provisions of this Agreement or to pursue any other remedy at law that is available to them. Any dispute arising under or relating to this Agreement that is not resolved pursuant to paragraphs 11(a) or 11(b) shall be adjudicated by a Court sitting within the Commonwealth of Massachusetts and pursuant to Massachusetts laws, notwithstanding the principles of conflicts of laws. In the event that any provision contained in this Agreement is deemed illegal or invalid, the remaining provisions shall remain in full force and effect.

**12. Liability:**

Pursuant to Section 4A of Chapter 40 of the Massachusetts General Laws, each of the Towns shall be liable for the acts and omissions of its own employees and not for the employees of any other agency in the performance of this Agreement, but only to the extent provided by Chapter 258 of the Massachusetts General Laws (the Massachusetts Tort Claims Act) or to the extent provided by any other applicable law. By entering into this Agreement, neither of the Towns has waived any governmental immunity or limitation of damages which may be extended to them by operation of law. Notwithstanding the forgoing, neither Town shall be liable under this Agreement for damages caused by any failure to provide services arising out of an Act of God, loss of power, force majeure, or any other cause beyond its reasonable control.

**13. Amendments:**

This Agreement shall only be amended by a written document duly executed by authorized representatives of both Towns.

**14. Termination:**

Either of the Towns may terminate this Agreement by giving written notice five (5) years prior to the date of such termination. Upon such written notice, Randolph shall immediately undertake efforts and exercise due diligence to secure a suitable primary PSAP and dispatch location, which shall begin operation as of the termination of this Agreement, and Braintree shall undertake the actions necessary to move from operating a joint PSAP to operating its own independent PSAP, which shall begin operation as of the termination of this Agreement. The Parties shall reasonably cooperate with each other during this process.

In the event of a breach of this Agreement by either Party, the Parties may pursue the remedies described Section 11 of this Agreement, but shall not have any other recourse. Neither Party may unilaterally terminate this Agreement with less than 5 years written notice unless such termination is ordered or permitted by a Court with jurisdiction over the matter.

**15. Term of Agreement:**

This Agreement is intended as a long-term obligation of each of the Parties consistent with the time limitation set forth in Section 4A of Chapter 40 of the Massachusetts General Laws. The term of this Agreement shall commence on the Commencement Date. After an approximately two-year long developmental period during which the connectivity for the communication and information systems will

be established between Braintree and Randolph, the BRECC is expected to become operational. The initial term of this Agreement shall be for five (5) years from the Commencement Date, unless terminated earlier pursuant to its terms. Unless earlier terminated as set forth herein, thereafter this Agreement shall automatically renew every five (5) years on the anniversary of the Commencement Date for additional terms of five (5) years each and shall expire twenty-five (25) years from the Commencement Date, for a total term of 25 years. If either party does not wish to have this Agreement automatically renew at any point during the term of this Agreement, that party must provide 5 years advance written notice of the non-renewal to the other party in order for the non-renewal to be effective.

**16. Maximum Financial Liability:**

The maximum extent of each Town's financial liability in connection with all contracts, grants, agreements, and/or services, as entered into by the Towns pursuant to this Agreement, shall not exceed the amount validly appropriated by, or available to, each Town for said purpose.

**17. Financial Safeguards:**

The BRECC Director of Emergency Communications shall, on an annual basis, provide to Randolph: i) a report containing accurate and comprehensive records of the services performed under this Agreement, including the call volumes as well as the costs incurred, and any grants, reimbursements and contributions received for such services, and (ii) yearend financial statements for the operation of the BRECC.

**18. Notices:**

All notices required or permitted by this Agreement shall be in writing and shall be sent by certified mail, postage prepaid, as follows:

**If Intended for Braintree:**

Director of Emergency Communications  
2 JFK Memorial Drive  
Braintree, MA 02184

*with a copy to:*

Braintree Mayor  
1 JFK Memorial Drive  
Braintree, MA 02184

Braintree Police Chief  
282 Union Street  
Braintree, MA 02184

Braintree Fire Chief  
1 Union Place  
Braintree, MA 02184

If intended for Randolph:

Randolph Chief of Police  
Town Hall  
41 South Main Street  
Randolph, MA 02368

*with a copy to:*

Randolph Town Manager  
Town Hall  
41 South Main Street  
Randolph, MA 02368

Randolph Fire Chief  
Town Hall  
41 South Main Street  
Randolph, MA 02368

**19. Authorized Signatures:**

The parties to this Agreement hereby represent that they have obtained all votes and other authorizations necessary for the lawful execution of this Agreement by their respective authorized representatives, below.

**[SIGNATURES ON NEXT PAGE]**

IN WITNESS WHEREOF, the Towns intending to be legally bound have caused their duly authorized representatives to set their hands and seals to this Agreement on the dates set forth below.

TOWN OF BRAINTREE

By: Charles C. Kokoros

Name: Charles C. Kokoros

Title: Mayor

Date: 3-1-2022

TOWN OF RANDOLPH

By: 

Name: Brian P. Howard

Title: Town Manager

Date: 3/1/2022

**REMINDER**

THE STATE 911 DEPARTMENT REQUIRES A **NOTARIZED PROOF OF AUTHENTICATION OF SIGNATURE FORM** FOR THE **PERSON** WHO **SIGNS** THE **CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM** AND FOR **EACH PERSON** LISTED AS AN AUTHORIZED SIGNATORY.

**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May

2004



**CONTRACTOR LEGAL NAME :** Town of Braintree  
**CONTRACTOR VENDOR/CUSTOMER CODE:** VC6000191733

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

<b>AUTHORIZED SIGNATORY NAME</b>	<b>TITLE</b>
Charles C. Kokoros	Mayor

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Handwritten signature of Charles C. Kokoros in blue ink.

Signature

Date: 3/3/2022

Title: Mayor

Telephone: 781-794-8100

Fax: 781-794-8114

Email: mayorsoffice@braintreema.gov

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name:

Contractor Vendor/Customer Code:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Charles C. Kokoros

Title: Mayor

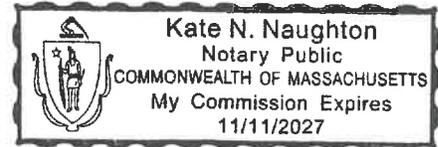
X Charles C. Kokoros

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

On this 3<sup>rd</sup> day of March, 2022 before me, the undersigned notary public, personally appeared Charles C. Kokoros (name of document signer), proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

Kate N. Naughton  
Notary Public Signature  
My MA Commission expires on: 11/11/2027



AFFIX NOTARY SEAL

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Corporate Clerk Signature

AFFIX CORPORATE SEAL

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name:

Contractor Vendor/Customer Code:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

**This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.**

Signatory's full legal name (print or type): Charles C. Kokoros

Title: Mayor

X Charles C. Kokoros

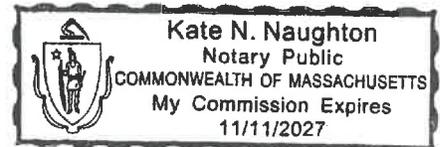
Signature as it will appear on contract or other document (Complete only in presence of notary):

**AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:**

On this 3<sup>rd</sup> day of March, 2022 before me, the undersigned notary public, personally appeared Charles C. Kokoros (name of document signer), proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

Kate N. Naughton  
Notary Public Signature

My MA Commission expires on: 11/11/2027



AFFIX NOTARY SEAL

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Corporate Clerk Signature

AFFIX CORPORATE SEAL

FISCAL YEAR 2023 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY PSAP AND RECC DEVELOPMENT GRANT

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Braintree <b>(and d/b/a):</b>		<b>COMMONWEALTH DEPARTMENT NAME:</b> State 911 Department <b>MMARS Department Code:</b> EPS	
<b>Legal Address: (W-9, W-4):</b> 1 John F. Kennedy Memorial Drive, Braintree, MA 02184		<b>Business Mailing Address:</b> 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
<b>Contract Manager:</b> Lorraine See	<b>Phone:</b> 781-794-8144	<b>Billing Address (if different):</b>	
<b>E-Mail:</b> lsee@braintreema.gov	<b>Fax:</b>	<b>Contract Manager:</b> Cindy Reynolds	<b>Phone:</b> 508-821-7299
<b>Contractor Vendor Code:</b> VC		<b>E-Mail:</b> 911DeptGrants@mass.gov	<b>Fax:</b> 508-947-1452
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD _____ <b>(Note: The Address ID must be set up for EFT payments.)</b>		<b>MMARS Doc ID(s):</b> CT EPS RDEV	
		<b>RFR/Procurement or Other ID Number:</b> FY 2023 Regional Development Grant	
<b><u>X</u> NEW CONTRACT</b>		<b>___ CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> ___ Statewide Contract (OSD or an OSD-designated Department) ___ Collective Purchase (Attach OSD approval, scope, budget) <u>X</u> Department Procurement (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ___ Emergency Contract (Attach justification for emergency, scope, budget) ___ Contract Employee (Attach Employment Status Form, scope, budget) ___ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20 ____ Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> ___ Amendment to Date, Scope or Budget (Attach updated scope and budget) ___ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ___ Contract Employee (Attach any updates to scope or budget) ___ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <u>X</u> <a href="#">Commonwealth Terms and Conditions</a> ___ <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> ___ <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION: (Check ONE option):</b> The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . ___ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <u>X</u> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). \$ _____			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: <u>X</u> agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29 § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <i>Contract is to support regionalization efforts to maximize effective emergency 911 and dispatch services as well as regional interoperability in compliance with the State 911 Department FY 2023 Regional PSAP and Regional Secondary Public Safety Answering Point and Regional Emergency Communication Center Development Grant and the awarded proposal attached hereto.</i>			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ___ 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ___ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ___ 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2023</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 GMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Charles C. Kokoros</u> Date: <u>3-3-22</u> (Signature and Date Must Be Handwritten At Time of Signature)		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
<b>Print Name:</b> Charles C. Kokoros <b>Print Title:</b> Mayor		<b>Print Name:</b> Frank Pozniak <b>Print Title:</b> Executive Director	

FISCAL YEAR 2023 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY  
PSAP AND RECC DEVELOPMENT GRANT

Instructions on how to complete the Commonwealth of Massachusetts - Standard Contract Form, can be found on the State Comptroller's website at:

[http://www.macomptroller.info/comptroller/docs/forms/contracts/StandardContractForm\\_Instructions.pdf](http://www.macomptroller.info/comptroller/docs/forms/contracts/StandardContractForm_Instructions.pdf)

## Interoperable Communications Investment Proposal (ICIP)

Please complete all sections except for *SIEC Review Section*.

The completed ICIP form must be emailed with your grant application to:

<b>Agency Name</b>	Braintree Randolph RECC
<b>Email Address</b>	lsee@braintreema.gov

For equipment purchases, a vendor price quote that includes the equipment make, model and specifications must be submitted with this form. Please identify the quote number(s) or other identification code(s) associated with this proposal in the requesting cell below so the correct quote is tied to the ICIP during review.

<b>Community Name</b>			
<b>Project Point of Contact</b>	Stephen Wallace		
<b>Phone #</b>	781-389-5465	<b>Email</b>	swallace@braintreema.gov

<b>FFY / Program</b>	2023	<b>Project Costs</b>	\$2,604,682.62
<b>Project Start Date</b>	October 1, 2022	<b>Project End Date</b>	June 30, 2023
<b>Investment Name</b>	Braintree Randolph RECC project radio tech		
<b>Vendor Quote #</b>			

**Investment Summary (describe your project)**

The Towns of Braintree and Randolph participated in a Feasibility Study to establish a Regional Emergency Communications Center (RECC) for both communities. The Study found that Braintree and Randolph are well-suited to establish a RECC, as they are neighboring communities and similar in population, culture, and call volume. The study found that both communities would benefit both financially and operationally from the establishment of the RECC. Each municipality has elevated expectations for the provision of dispatch services.

**Communications Interoperability Problem Description**

Coverage gaps in existing systems present interoperability problems. The merging of dispatch operations create an interoperability enhancement that does not exist. The systems of both towns are subject to these problems. Many existing portable and mobile assets are beyond service life and can not be programed to meet the state interoperability plan.

**Background Information / Detailed Investment Description**

A complete inventory of town assets has resulted in this request. Attached is the Radio equipment quote.

**Expected Outcomes- Describe the communications interoperability gaps that will be addressed**

Radio consoles and the dispatch communications systems will be purchased and installed. Engineering will be conducted, and equipment purchased to eliminate the radio coverage gaps in both the Braintree and Randolph systems to ensure interoperability between the center police and fire personnel for both Braintree and Randolph.

**SCIP Goals- Identify each SCIP goal (check the box) that this investment will support and describe how that support will be accomplished. The current Massachusetts SCIP can be found here:**

[www.mass.gov/doc/massachusetts-statewide-communication-interoperability-plan-scip-2020](http://www.mass.gov/doc/massachusetts-statewide-communication-interoperability-plan-scip-2020)

Goal	Describe support
<input type="checkbox"/> Governance	All operations of the Braintree Randolph RECC are guided by a Governance policy and body that directs the center to comply with state E911 police and statewide guidelines.
<input type="checkbox"/> SOP	Operations of the Braintree Randolph RECC will comply with the interoperability requirements of the state interoperability plan
<input type="checkbox"/> Technology	All technology will comply with the state interoperability plan.
<input type="checkbox"/> Training & Exercise	The Braintree Randolph RECC as well as the government entities involved, will be involved in communications and operations exercises. All of this will be guided by training events.

**Ownership - Identify the proposed owners of all assets procured with this investment.**

Organization	Asset Description
Braintree Randolph RECC	See grant attachment

**Usage Plan - Describe the usage plan for the equipment / project**

The equipment will be used by all agencies represented by the Braintree Randolph RECC.

**Disciplines- Identify each responder discipline that will enhance its communications interoperability from this investment and describe the interoperability enhancement**

*Please use the following abbreviations to represent the corresponding discipline: LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ – HAZMAT; PW - Public Works; PH - Public Health; GA – Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other*

Discipline	Enhancement
LE	Enhanced communications for Braintree Police radio subscriber units
LE	Enhanced communications for Randolph Police radio subscriber units
FS	Enhanced communications for Braintree Fire radio subscriber units
EMA	New inter-town emergency network that will be multidiscipline

**Multi-Jurisdictional Interoperability - All investments must provide interoperability between two or more jurisdictions. Identify each jurisdiction that will achieve interoperability from this investment.**

As this project is a shared resource between the towns of Braintree and Randolph, all items are potentially available for interoperability. This investment creates a new inter-town interoperability gateway available to any discipline.

Following Section will be completed by SIEC:

REVIEW STATUS	APPROVE	AMEND	DENY
Statewide Interoperability Coordinator (SWIC) Recommendation			
Executive Management Committee (EMC) Recommendation			
Statewide Interoperability Executive Committee (SIEC) Recommendation			
Applicant notified of Recommendation			
SIEC Member Signature / Date			

**The attached Special Condition must be signed and submitted with your completed ICIP form. ICIP forms submitted without the signed Special Conditions will not be reviewed.**

**MASSACHUSETTS  
STATE INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)**

**Special Conditions for Interoperability Grants  
Version 2.0 – September 2020**

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**Radio (RF) Equipment Purchase specifications** – All radio equipment purchased, upgraded or programmed from SIEC-approved funding will meet current SAFECOM P25 compliance requirements as published on the Cybersecurity and Infrastructure Security Agency (CISA) grant guidance document page (<https://www.cisa.gov/publication/emergency-communications-grant-guidance-documents>). Additionally, this equipment will comply with the SIEC Guidance Bulletin 20-1: Public Safety Agency Encryption (<https://www.mass.gov/doc/public-safety-encryption-guidance-bulletin>).

**Radio (RF) Equipment programming** – Compliance with this section is met by programming the full Massachusetts Tactical Channel Plan (MTCP) by appropriate band in all purchased RF equipment.

1. **National Interoperability Channels - Common.** All radios purchased, upgraded, or programmed from SIEC-approved funding must include a minimum channel complement of the National Interoperability Channels respective to the frequency band the radio operates on, (VTAC, UTAC, 8TAC, etc.). All National Interoperability Channels will use the National Public Safety Telecommunications Council (NPSTC) naming conventions.
2. **National Interoperability Channels – Discipline.** All radios purchased, upgraded, or programmed from SIEC-approved funding should include the discipline-specific National Interoperability Channels when room is available in the radio, (VLAW, VFIRE, VMED). All National Interoperability Channels will use the National Public Safety Telecommunications Council (NPSTC) naming conventions.
3. **Statewide Interoperability Channels.** All radios purchased, upgraded, or programmed from SIEC-approved funding must include statewide interoperability channels as identified in the MTCP. These channels will be programmed according to the MOU or guidance in place for the statewide system and participating agency. (Examples include: State Police 800MHz LPS Channels, FAMTRAC, MEMA VHF Channels, etc.)
4. **Regional Interoperability Channels.** All radios purchased, upgraded, or programmed from SIEC-approved funding must include regional interoperability channels as identified in the MTCP. These channels will be programmed according to the MOU or guidance in place for the statewide system and participating agency. (Examples include: BAPERN, WMLEC, Fire District Mutual Aid Channels, etc.)
5. **Cached Radios.** Cached radios purchased, upgraded, or programmed from SIEC-approved funding must include the standard interoperability template as identified in the MTCP.
6. **Radio Reprogramming.** Any reprogramming of existing equipment supported by SIEC-approved funds will follow the conditions above. If a reprogrammed radio does not possess the channel capacity to meet the MTCP programming requirements above, the SIEC will provide additional guidance.

### Communications Asset Tracking Requirements

7. **CASM Data-Entry.** All transmitting/receiving RF devices purchased with SIEC-approved funding will be entered into CASM (Communications Asset Survey & Mapping tool) by the region, state agency or organization receiving the award.
8. **CASM Maintenance.** The organization receiving SIEC-approved funding agrees to maintain current and accurate information in CASM for the equipment entered should changes occur.

### Training, Exercise and Usage Requirements

9. **Training.** Recipient agrees to report results of the training program identified in the application associated with interoperability awards.
10. **Exercise.** Recipient agrees to report results of the tiered communications requirements for exercises to the SIEC. The SIEC will provide tiered communications requirements for all exercises using voice or data systems supported by SIEC-approved funding.
11. **Usage.** Recipient agrees to track results of the usage plan identified in the application. This information may be requested during monitoring, site visits, or during other SIEC-approved activities.

### Additional Requirements

12. **SIEC Policies and Guidance Bulletins.** To the extent applicable and/or practical, the recipient agrees support, to the best of their current ability, any future SIEC policies and guidance bulletins introduced for the furthering of interoperable communications across the Commonwealth.

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above conditions.

Print Project Name	Braintree Randolph RECC		
Authorized Signature		Date	3-4-2022
Print Name	Charles C. Kokoros		
Print Title	Mayor		



Prepared by: Kevin Jay

Date: April 29, 2021

Prepared For: **Town of Braintree / Public Safety Departments**  
 1 John F Kennedy Memorial Drive  
 Braintree, Ma 02184

Attn.: Stephen Wallace

**THAYER REC PROJECT**

<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>EXTENDED</u>
<b>BRAINTREE PD &amp; FD INFRASTRUCTURE EQUIPMENT</b>				
<b><u>MOTOROLA GTR8000 REPEATER</u></b>				
- MA STATE ITT57 CONTRACT - MOTOROLA SOLUTIONS INC. INVOICE				
1	2	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - DIGITAL CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: POLICE DEPARTMENT ROCKDALE & WATER TANK	\$ 22,900.00	\$ 45,800.00
2	1	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: FIRE DEPARTMENT WATER TANK	\$ 14,000.00	\$ 14,000.00
<b><u>MOTOROLA GPW8000 SATELLITE RECEIVER</u></b>				
- MA STATE ITT57 CONTRACT - MOTOROLA SOLUTIONS INC. INVOICE				
3	5	MOTOROLA GPW8000 DUAL FORMAT RECEIVER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: HIGH SCHOOL, S. SHORE PLAZA & WATER COMPANY - PD & FD	\$ 13,300.00	\$ 66,500.00

**MOTOROLA GTR800 & GPW8000 SITE EQUIPMENT**

- MA STATE ITT57 & FIR04 CONTRACT  
- CYBER COMM. INC. INVOICE

4	1	8DB GAIN OMNI-DIRECTIONAL ANTENNA - BRAINTREE FD STATION	\$	2,595.00	\$	2,595.00
5	4	2.5 DB GAIN OMNI-DIRECTIONAL ANTENNA	\$	1,100.00	\$	4,400.00
6	5	200' of 7/8" LINE WITH CONNECTORS	\$	1,150.00	\$	5,750.00
7	10	JUMPER KITS - ANTENNA - CABLE - CABLE - GTR8000	\$	80.00	\$	800.00
8	5	POLYPHASER	\$	85.00	\$	425.00
9	5	AC PROTECTION	\$	85.00	\$	425.00
10	15	GROUNDING KITS	\$	55.00	\$	825.00
11	1	TXRX UHF COMBINER SYSTEM - LOCATED AT WATER TANK	\$	25,500.00	\$	25,500.00
12	3	CCGW IP LINK CONVERTOR	\$	8,950.00	\$	26,850.00

**MOTOROLA GRV8000 COMPARATOR**

13	2	MOTOROLA GRV8000 COMPARATORS - ANALOG OR DIGITAL FORMAT - POLICE & FIRE DEPARTMENT	\$	19,050.00	\$	38,100.00
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**OROLIA GPS TIMING SYSTEM**

14	2	OROLIA SPECTRACOM SECURESYNC GPS MASTER OSCILLATOR W/AC CORD - LOCATED: ROCKDALE & WATER TANK	\$	13,029.00	\$	26,058.00
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**ENVIRO BUILDING / COMMUNICATION SHELTER**

- BRAINTREE WATER TOWER

15	1	10'-0" X 10'-0" X 8'-0"	\$	21,975.00	\$	21,975.00
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## RANDOLPH PD INFRASTRUCTURE EQUIPMENT

16	2	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - DIGITAL CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: BRAintree WATER TANK	\$	22,900.00	\$	45,800.00
17	3	MOTOROLA GPW8000 DUAL FORMAT RECEIVER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: PD, WATER TANK & LOMBARDOS	\$	13,300.00	\$	39,900.00
<b><u>OROLIA GPS TIMING SYSTEM</u></b>						
18	1	OROLIA SPECTRACOM SECURESYNC GPS MASTER OSCILLATOR W/AC CORD - LOCATED: MAIN TOWER	\$	13,029.00	\$	13,029.00
19	1	TXRX UHF COMBINER SYSTEM - LOCATED AT WATER TANK	\$	25,500.00	\$	25,500.00
20	2	2.5 DB GAIN OMNI-DIRECTIONAL ANTENNA	\$	1,100.00	\$	2,200.00
21	2	200' of 7/8" LINE WITH CONNECTORS	\$	1,150.00	\$	2,300.00
22	4	JUMPER KITS - ANTENNA - CABLE - CABLE - GTR8000	\$	80.00	\$	160.00
23	2	POLYPHASER	\$	85.00	\$	170.00
24	2	AC PROTECTION	\$	85.00	\$	170.00
25	6	GROUNDING KITS	\$	55.00	\$	330.00
<b><u>MOTOROLA GRV8000 COMPARATOR</u></b>						
26	2	MOTOROLA GRV8000 COMPARATORS - ANALOG OR DIGITAL FORMAT - POLICE DEPARTMENT	\$	19,050.00	\$	38,100.00
27	1	CCGW IP LINK CONVERTOR	\$	8,950.00	\$	8,950.00

## REGIONAL INFRASTRUCTURE EQUIPMENT

28	3	MOTOROLA GTR8000 REPEATER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - DIGITAL CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: ROCKDALE, BRAINTREE WATER TANK & RANDOLPH MAIN TOWER	\$	22,900.00	\$	68,700.00
29	6	MOTOROLA GPW8000 DUAL FORMAT RECEIVER - UHF FREQUENCY 435-524 MHZ - UHF / 435 -524 MHZ - ANALOG CONVENTIONAL FORMAT - MA STATE ITT57 CONTRACT - LOCATED: PD, WATER TANK & LOMBARDOS	\$	13,300.00	\$	79,800.00

30	6	RX MULTICOUPLER	\$	575.00	\$	3,450.00
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## MOTOROLA AVTEC PUBLIC SAFETY DISPATCH CONSOLE

31	6	MOTOROLA AVTEC DISPATCH CONSOLE - (6) SIX POSITION - INCLUDES (5) FIVE YEAR EXTENDED MAINTENANCE SERVICE FOR HARDWARE & SOFTWARE.	\$	316,692.00	\$	316,692.00
32	1	EVENTIDE NEXLOG 740 RECORDING SYSTEM - NEWLOG 740 DX SERIES	\$	26,890.00	\$	26,890.00

## MOTOROLA PUBLIC SAFETY APX MOBILES & PORTABLES

33	49	MOTOROLA APX4500 MOBILE - UHF FREQUENCY - REMOTE MOUNT	\$	3,283.00	\$	160,867.00
34	5	MOTOROLA APX8500 MOTORCYCLE MOBILE - UHF FREQUENCY - REMOTE MOUNT - MOTORCYCLE RADIO	\$	5,639.00	\$	28,195.00
35	17	MOTOROLA APX6500 MOBILE - UHF FREQUENCY - REMOTE MOUNT - E5 CONTROL HEAD	\$	4,749.00	\$	80,733.00
36	105	MOTOROLA APX4000 PORTABLE - UHF FREQUENCY - INCLUDES: CHARGER & RSM	\$	2,770.00	\$	290,850.00

37	91	MOTOROLA APX6000XE PORTABLE - NFPA RECOMMENDED FOR FIRE SERVICES - UHF FREQUENCY - INCLUDES: CHARGER & EXTREME RSM - UL / FM APPROVED BATTERY - FIRE / HEAT RESISTANT	\$ 5,204.00	\$ 473,564.00
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**CERAGON LICENSED MICROWAVE LINKS & POWER BACKUP**

38	6	PTP / MICROWAVE LINKS - 18 GHZ LICENSED LINKS - SEE SYSTEM DIAGRAM / LAYOUT	\$ 242,800.00	\$ 242,800.00
39	3	ALPHA FXM2000 POWER BACK UP - LOCATED AT ALL THREE REPEATER SITES	\$ 4,750.00	\$ 14,250.00

**NOTES:**

- A) LABOR AND INSTALLATION BASED UPON ABOVE EQUIPMENT.
- B) PRICING BASED UPON MA PREVAILING WAGES.
- C) SITE WALK RECOMMEND TO CONFIRM ANTENNA LOCATION
- D) MOBILE & PORTABLE PRICING INCLUDES: PROGRAMMING, REMOTE SPEAKERS AND CHARGERS.
- E) ESTIMATED TOWER SERVICES INCLUDED IN PROJECT PRICING.
- F) BUDGETARY PRICING.

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Equipment Total:	\$ 2,243,403.00
Tax:	EXEMPT
Labor/Installation:	\$ 119,550.00
Programming:	NA
Shipping:	\$ -
<b>TOTAL:</b>	<b>\$ 2,362,953.00</b>

*Municipal Leasing and Financing Available.*

## **Attachment C Sample Contract**

### **SAMPLE CONTRACT BETWEEN THE TOWN OF BRAINTREE** **and** **(VENDOR)**

This Agreement is made on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ between the Town of Braintree, acting by and through its duly elected Mayor (hereinafter, the "Town") and (VENDOR), whereby the parties contract for services under the terms and conditions set forth herein.

#### **I. PARTIES**

The parties to this contract are the Town of Braintree, acting by and through its duly elected Mayor and (VENDOR). The Town of Braintree is a municipal corporation of the Commonwealth of Massachusetts having a principal place of business at One J. F. K. Memorial Drive, Braintree, MA 02184 and (VENDOR) is a (corporation/sole proprietorship/limited liability company/ partnership) with a principal place of business at (Insert Address).

#### **II. DESIGNATED REPRESENTATIVES**

The Town designates Fire Chief James F. O'Brien and (VENDOR) designates (name), (Title), as their authorized representatives to provide approvals, directives, and permissions including changes, and to receive notices or other communications under this Agreement at the addresses stated above.

#### **III. CONTRACT DOCUMENTS**

The contract documents shall consist of the following:

- 1) This Agreement;
- 2) The Town's Request for Qualifications;
- 3) (VENDOR's) bid or proposal;
- 4) (VENDOR's) Certificate of Non-Collusion;
- 5) (VENDOR's) Certificate of Tax Compliance;
- 6) (VENDOR's) Certificate of Authorization;
- 7) (VENDOR's & SUBCONSULTANT's) Certificates of Insurance;
- 8) (VENDOR's & SUBCONSULTANT's) Additional Insured Endorsement Pages.

Such contract documents shall be incorporated herein by reference and made a part of this Contract, which represents the entire agreement and understanding between the Parties. If the terms of any of the documents are in conflict, the terms of this Agreement shall prevail.

#### **IV. SERVICES**

The scope of services to be provided by (VENDOR) is as follows:

Designer Services for the Braintree-Randolph Regional PSAP. Future Owners' Project Manager Services for the Project, including the Design Development Phase and Construction Administrations, if elected, will be covered under a separate Agreement.

## **V. QUALITY OF WORK**

(VENDOR) represents that it will perform services for the Town using that degree of care and skill ordinarily exercised by and consistent with the standards applicable to persons performing similar services under similar conditions in the same locality. (VENDOR) shall be liable for its services rendered under this Contract.

## **VI. COMPENSATION**

On a monthly basis, (VENDOR) shall submit invoices to the Town with any reasonable supporting documentation requested by the Town, reflecting the services performed during said month. Upon satisfactory review of said invoices and documentation, the Town shall remit payment to (VENDOR). Total compensation to be paid to (VENDOR) pursuant to this contract shall not exceed \$\_\_\_\_\_.

## **VII. TIME FOR PERFORMANCE**

All services to be performed pursuant to this contract shall be completed by (VENDOR) by (Insert Date).

## **VIII. SUBJECT TO APPROPRIATION**

Notwithstanding anything in the contract documents to the contrary, any and all payments which the Town is required to make under this contract shall be subject to appropriation or other availability of funds, as certified by the Town Accountant.

## **IX. ENFORCEABILITY OF CONTRACT**

This contract is binding upon and enforceable against the Town if this contract is signed by the Mayor, endorsed by the Town Accountant as to appropriation or availability of funds, and endorsed as to form by the Town Solicitor. This contract is binding and enforceable against (VENDOR) if signed by their authorized representative.

## **X. ASSIGNMENT**

(VENDOR) shall not delegate, assign or transfer its duties or interest in this Contract without the express written consent of the Town. If approved by the Town, this contract shall be binding upon (VENDOR's) assigns, transferees and/or successors in interest.

## **XI. PREVAILING STATUTORY AUTHORITY**

The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

## **XII. CONFLICT OF INTEREST**

Both the Town and (VENDOR) stipulate to the applicability of Massachusetts General Law Chapter 268A, the Conflict of Interest Statute. The Parties further stipulate that the terms and conditions of this contract expressly prohibit any activity which constitutes a violation of this statute. By executing this contract, (VENDOR) certifies that neither it nor any of its agents, employers or subcontractors is in violation of Massachusetts General Laws Chapter 268A.

## **XIII. INSURANCE**

**(VENDOR) shall maintain the insurance coverage listed below. With the exception of Workers' Compensation and Professional Errors and Omissions insurance coverage, (VENDOR) is required by this agreement to name the Town of Braintree as an additional insured and to provide the Town with certificates of insurance coverage indicating that the Town of Braintree has been added as an additional insured under all insurance coverages required by this contract. Further, (VENDOR) is required to provide the Town of Braintree with a copy of the current additional insured endorsement page, reflecting that the Town of Braintree has been listed as an additional insured, for each insurance policy to which the Town of Braintree has been added. If Subconsultants are used, all of the provisions of this section apply to the Subconsultant.**

- A. General Comprehensive Liability in the amount of \$1,000,000 for each occurrence and \$3,000,000 in the aggregate;
- B. Automobile Liability (applicable for any vendor/consultant who has an automobile operating exposure) in the amount of \$1,000,000 for bodily injury and property damage per accident;
- C. Professional Errors and Omissions Liability (applicable for any vendor/consultant providing design, architectural, engineering, financial advising or similar services) in the amount of \$1,000,000 for each occurrence and \$3,000,000 in the aggregate;
- D. Pollution Liability (applicable for any vendor/consultant who has pollution exposure) in the amount of \$3,000,000 for each occurrence and \$3,000,000 in the aggregate;
- E. Umbrella Liability of \$2,000,000 for each occurrence and \$2,000,000 in the aggregate; and
- F. Workers' Compensation and Employer's Liability in the amount as may be required by Massachusetts General Laws Chapter 152.

The parties acknowledge that the types of insurance and coverage limits listed herein are the minimum necessary for the (VENDOR) to be awarded this contract. The types of insurance and coverage limits stated herein are not intended in any way to limit the (VENDOR)'s liability for any damages arising from the (VENDOR)'s performance of services under this contract.

The (VENDOR) is required to maintain the above-referenced insurance coverage throughout the duration of this contract. If, at any time while this contract is in effect, any of the above insurance coverages should lapse, the (VENDOR) shall immediately notify the Town of Braintree, and within thirty (30) days of said lapse, the (VENDOR) shall provide the Town of Braintree with a new certificate of insurance coverage.

#### **XIV. INDEMNIFICATION**

(VENDOR) hereby indemnifies and agrees to hold harmless the Town against any liability including all claims for bodily injury or property damage that may arise out of (VENDOR)'s performance of its obligations under this contract by itself or a subcontractor, officer, agent or employee.

**XV. TERMINATION**

This contract may be terminated by either party upon receipt of thirty (30) days advance written notice by certified mail to the Designated Representative identified in Paragraph II. In case of such written notice of termination, all services under this contract shall cease with the exception of such work as may be necessary to bring the work in progress to a reasonable and safe condition. (VENDOR) shall then submit a final bill based on work actually performed. There shall be no penalty for termination for the convenience of the Town.

**XVI. BREACH OF CONTRACT**

Failure of (VENDOR) to comply with any of the terms or conditions of the contract shall be deemed a material breach of contract, and the Town shall have all the rights and remedies provided in the contract documents, including the right to terminate or suspend the contract and to pursue its rights in any and all actions of law or equity or other proceedings with respect to a breach of contract.

In the event that a breach of contract may occur, this contract may be deemed null and void upon fourteen (14) days written notice by certified mail to the Designated Representative identified in Paragraph II, and the Town may pursue any remedies deemed necessary to secure the interests of the Town, provided, however, that this contract shall be and remain in full force and effect, and no action shall be taken by the Town if (VENDOR) cures said breach within the fourteen day period.

**XVII. CERTIFICATION OF TAX COMPLIANCE**

This contract shall include a certification by (VENDOR) that (VENDOR) is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes, as required by Massachusetts General Laws Chapter 62C, §49A. Said Certification is attached hereto.

**XVIII. PREVAILING WAGE RATES** (applicable to any public works or public building project, including tree removal)

(VENDOR) represents that it shall comply with the provisions for prevailing wages as governed by M.G.L.c.149, §§26-27, and as established by the Department of Labor, Division of Occupational Safety. (VENDOR) shall furnish the Town a copy of (VENDOR's) certified weekly payroll records throughout the duration of this Agreement.

In addition, (VENDOR) shall be responsible for ensuring that it, and any of its subcontractors, furnish the Department of Labor and Workforce Development/Division of Occupational Safety a Statement of Compliance with the provisions of M.G.L.c.149, §§26-27 upon completion of the services performed under this Agreement.

For Vendor:

For the Town of Braintree:

\_\_\_\_\_  
(Signature, Title)

\_\_\_\_\_  
Charles C. Kokoros, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Nicole Taub  
Chief of Staff and Director of Operations  
Town Solicitor

Approved As to Form:

Recommended by:

\_\_\_\_\_  
Nicole Taub/Crystal Huff  
Town Solicitor

\_\_\_\_\_  
Department Director

Approved as to Available Funds

\_\_\_\_\_  
Mark Lin, Town Accountant  
Account No.:  
Munis Req. No.: \_\_\_\_\_  
Purchase Order No.: \_\_\_\_\_

**Attachment D Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction Link**

<https://www.mass.gov/doc/standard-designer-application-form-for-municipalities-and-public-agencies-not-within-dsb-jurisdiction/download>

## Attachment E Required Forms

### NON-COLLUSION STATEMENT:

I state that I am the \_\_\_\_\_ of \_\_\_\_\_ and  
(Title) (Name of Company)

that I am authorized to make this affidavit on behalf of my firm, its owners and directors.

I state that:

- (1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Contractor or potential Proposer.
- (2) Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before the proposal opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

### TAX ATTESTATION:

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A (b), I certify under the penalties of perjury that \_\_\_\_\_ to the best of my knowledge and belief, has filed all Massachusetts State Tax Returns and paid all Massachusetts State taxes as required by law.

I state that \_\_\_\_\_ understands and acknowledges that the above representations are material and important, and will be relied on by the Town of Braintree in awarding the contract for which this Proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Town of Braintree the true facts relating to the submission of this Proposal.

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Signature

**By:** \_\_\_\_\_  
Print Name and Title

**Date:** \_\_\_\_\_

Certificate of Authorization

(NOTE: A certified vote of the corporation may be substituted for this form.)

The Vendor, \_\_\_\_\_ is: (CHECK ONE)  
(Name of Company/Consultant/Corporation)

\_\_\_ A. a corporation formed and existing under the laws of the state of \_\_\_\_\_, and pursuant to the corporate by-laws,

\_\_\_\_\_  
(Insert Name and Title of Person Signing Proposal/Contract)

is authorized to execute contracts in the name of said corporation. Such execution of any contract or obligation in this corporation's name on its behalf by such duly authorized individual shall be valid and binding upon the corporation.

\_\_\_ B. a limited liability company or a partnership formed and existing under the laws of the state of \_\_\_\_\_, and pursuant to the limited liability company agreement or partnership agreement,

\_\_\_\_\_  
(Insert Name and Title of Authorized Representative)

is authorized to execute contracts in the name of said company or partnership. Such execution of any contract or obligation in this company or partnership's name on its behalf by such duly authorized individual shall be valid and binding upon the company or partnership.

\_\_\_ C. is a sole proprietorship owned and operated exclusively by the undersigned.

\_\_\_\_\_  
(Insert Name and Title of Authorized Representative)

Execution of any contract or obligation in this sole proprietorship's name by such duly authorized individual shall be valid and binding.

\_\_\_\_\_  
Signature:  
**(Must be signed by Corporate Officer, Partner, or Sole Proprietor)**

\_\_\_\_\_  
Print Name of Above

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Attachment F Designer Selection Procedures

### Town of Braintree Designer Selection Procedures

1. These procedures govern the selection of designers for any Town of Braintree building project to be awarded by the Mayor or any department director, board, or commission appointed by the Mayor, subject to the state designer selection law, M.G.L. c. 7, §§38A½-O, as amended by Chapter 165 of the Acts of 2012. Any other local law governing the procurement of services will be inapplicable to these procurements.
2. The Mayor has the authority to conduct the designer selection process for the Town. The Mayor may delegate any duties described herein to the extent such delegation is permissible by law.
3. The Mayor shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:
  - a. has a direct or indirect financial interest in the award of the design contract to any applicant;
  - b. is currently employed by, or is a consultant to or under contract to, any applicant;
  - c. is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
  - d. has an ownership interest in, or is an officer or director of, any applicant.
4. A Request for Qualifications (RFQ) or Request for Proposals (RFP) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the Town of Braintree, in the *Central Register* published by the Secretary of the Commonwealth, and on the Town's website, at least two weeks before the deadline for filing applications.
5. The advertisement shall contain the following information:
  - a. a description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;
  - b. if there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;
  - c. when and where a briefing session (if any) will be held;
  - d. the qualifications required of applicants;
  - e. the categories of designers' consultants, if any, for which applicants must list names of consultants they may use;
  - f. whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;
  - g. when and where the RFQ or RFP can be obtained and the applications must be delivered.
6. The RFQ or RFP shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for

download from the Massachusetts Designer Selection Board website at [Procedures for Municipalities and Public Agencies not within DSB Jurisdiction](#) The Application Form may be amended to include additional information on a project-specific basis.

7. The Committee shall evaluate applicants based on the following criteria:
  - a. prior similar experience;
  - b. past performance on public and private projects;
  - c. financial stability;
  - d. identity and qualifications of the consultants who will work with the applicants on the project; and
  - e. any other criteria that the Committee considers relevant to the project.
8. The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.
9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Mayor. No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, §44C shall be included as a finalist on the list. The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.
10. If the fee was set prior to the selection process, the Mayor shall select a designer from the list of finalists. If the Mayor selects a designer other than the one ranked first by the Committee, the Mayor shall file a written justification for the selection with the Committee and maintain a copy in the contract file.
11. If the fee is to be negotiated, the Mayor shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Mayor shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Mayor is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Mayor prior to selection of finalists.
12. If the Mayor is unable to negotiate a satisfactory fee with any of the finalists, the Mayor shall recommend that the Committee select additional finalists.
13. The Mayor may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Mayor may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, *provided* the Mayor otherwise complies with the statutory requirements for selecting a designer under Chapter 7 of the General Laws, including those set forth in M.G.L. c. 7, §38K(a)(1).
14. Every contract for design services shall include the following:
  - a. certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;

- b. certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
  - c. certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
  - d. certification that the designer has internal accounting controls as required by M.G.L. c. 30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R(d).  
All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.
15. The Town shall not enter into a contract for design services unless the Town or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Town may require, for the applicable period of limitations. A designer required by the Town to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Town prior to the award of the contract.
16. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.
17. In the event of an emergency that precludes the normal use of these designer selection procedures, the Mayor may elect to authorize expedited procedures to address the emergency. The Mayor shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information. The Mayor may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Mayor shall rank the finalists in order of qualification and select the designer for the emergency work.

18. The Town shall publish the name of any designer awarded a contract in the *Central Register*.

19. The following records shall be kept by the Town:

- a. all information supplied by or obtained about each applicant;
- b. all actions taken relating to the project; and
- c. any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

20. The Town shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7, §38E(g), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7, Section 38E(g).

21. Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.

22. For any municipal design or construction project *that includes funding provided by the Commonwealth, in whole or in part* (such as reimbursements, grants and the like), cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Town shall take steps to assure that it complies with all State Office of Minority and Women Business Assistance requirements.

23. These procedures take effect on the date indicated below. (Effective 7/10/2013)