

FY14

PSAP GRANT PROGRAM APPLICATION



VIRGINIA INFORMATION
TECHNOLOGIES AGENCY
Integrated Services Division



FY14 PSAP GRANT PROGRAM APPLICATION

HOW TO APPLY/DEADLINE

The grant application is available and accessible from VITA's Integrated Services Program's website

(<http://www.vita.virginia.gov/isp/default.aspx?id=8578>). Upon completion of the application, it is to be submitted to the PSAP Grant Manager, Lisa Nicholson, at lisa.nicholson@vita.virginia.gov. Any supporting documentation must also be submitted along with the application, including mandatory budgets for projects (if applicable).

After submission, the PSAP Grant Manager will assign a Grant ID and send an e-mail notification to the project contact e-mail address listed on the application received.

All funding requests must be submitted using the grant application. Technical assistance is available from VITA's Public Safety Communications (PSC) staff throughout the grant process. The FY14 PSAP Grant Application Cycle starts July 1, 2012 and concludes on October 31, 2012 at 5:00 pm.

ALL APPLICABLE SECTIONS MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND NOT ACCEPTED FOR CONSIDERATION.



FY14 PSAP GRANT APPLICATION

PROJECT TITLE

Lynchburg ASAP to PSAP

GRANT APPLICANT PROFILE/PROJECT CONTACT

PSAP/HOST PSAP NAME: Lynchburg Department of Emergency Services

CONTACT TITLE: Director

CONTACT FIRST NAME: William

CONTACT LAST NAME: Aldrich

ADDRESS 1: 3621 Candler's Mountain Rd

ADDRESS 2: 1T

CITY: Lynchburg

ZIP CODE: 24502

CONTACT EMAIL: william.aldrich@lynchburgva.gov

CONTACT PHONE NUMBER: (434)455-4285

CONTACT MOBILE NUMBER: 1T

CONTACT FAX NUMBER: (434)846-6727

REGIONAL COORDINATOR: Stefanie McGuffin

HOST PSAP AND PARTICIPATING PSAPS/LOCALITIES

_____	_____
_____	_____
_____	_____
_____	_____

GRANT TYPE

Individual PSAP

Regional Initiative

Consolidation

Secondary Consolidation



GRANT PROGRAM TYPE

- Continuity and Consolidation
- Enhancement

TIER

- Out of Service
- Non-Vendor Supported*
- Technically Outdated*
- Strengthen
- Not Applicable

If technically outdated or non-vendor supported, application MUST include age and/or version of hardware/software.

VERSION: _____ # YEARS of HARDWARE/SOFTWARE: _____

PROJECT FOCUS OTHER

If "Other" selected, please specify: ASAP Interface

FINANCIAL DATA

Amount Requested: \$ 20,000

Total Project Cost: \$ 20,000

STATEMENT OF NEED

This statement should reference the relationship to the current funding priorities established by the Grant Committee and include evidence of any financial need, along with additional information on the impact on operational services; consequences of not receiving funding; inclusion of project in a long-term or a strategic plan; and local sustainability:

The Automated Secure Alarm Protocol (ASAP) interface will work seamlessly with our CAD system to make the alarm notification process more efficient. In our current budget process they are requesting that we maintain a zero increase budget. ASAP will allow our call takers to remain available to process 911 calls.



Describe how the grant will be maintained and supported in the future, if applicable.

The additional maintenance costs of approximately \$1200 per year for the ASAP interface will be added to our operational budget beginning in FY15.

COMPREHENSIVE PROJECT DESCRIPTION

Provide a thorough, concise, and complete description of the project, including an outline of the goals and objectives, implementation strategy, and a work plan.

ASAP will be implemented into the daily operations of our PSAP in September 2013. The interface will allow alarm companies to push information into our CAD system regarding alarms that they are receiving from their customer's homes or businesses. One goal of this project is to more efficiently process alarm calls which will reduce the amount of time from notification until the time a responder arrives on the scene of alarm calls. Our second goal is to allow call takers to remain focused on processing 911 calls thus reducing the likelihood that a call taker will be tied up on an alarm call rather than being available to process a 911 call. Once the grant funds become available we will be working with Sungard to install the interface, the alarm companies to ensure we are receiving the correct information, training our employees on the process.



FOR CONTINUITY AND CONSOLIDATION OR ENHANCEMENT PROJECTS:

PROJECT TIMELINE – Select each applicable phase of the project and indicate the estimated completion date. Sample activities for each phase can be found in the PSAP Grant Program Guidelines as well as on the addendum to this form.

PROJECT PHASE	ESTIMATED COMPLETION DATE
<input checked="" type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	07 / 01 / 13
<input checked="" type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	08 / 01 / 13
<input checked="" type="checkbox"/> ACQUISITION (Selected system or solution is procured)	09 / 01 / 13
<input checked="" type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	09 / 15 / 13
<input checked="" type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	09/ 30 / 13

Identify the longevity or sustainability of the project.

Once the interface is implemented then we will continue to fund the annual maintenance so that we can continue to utilizing this program.



Describe how this project supports the Virginia Statewide Comprehensive 9-1-1 Plan.

This project allows us to partner with the private sector on a project that will improve the 911 services that citizens receive. During an age of rapid technology advancement it is important to seize these opportunities to make our services more efficient to attempt to meet the high expectations of our customers. This project will also allow us to create capacity for additional duties that Next Generation 911 may add to our PSAP in the future.

REGIONAL INITIATIVE (if applicable)

The relationship of the initiative to the participating PSAPs:

1T

Intended collaborative efforts:

1T



Resource sharing:

1T

How does the initiative impacts the operational or strategic plans of the participating agencies:

1T

CONSOLIDATION (Primary or Secondary) - (if applicable)

How would a consolidation take place and provide improved service:

1T

How should it be organized and staffed:

1T



What services should it perform:

1T

How should policies be made and changed:

1T

How should it be funded:

1T

What communication changes or improvements should be made in order to better support operations:

1T



BUDGET AND BUDGET NARRATIVE

List the planned expenditures to be made with grant funds. (NOTE: In lieu of a line item breakdown, an itemized cost schedule or detailed vendor prepared quote may be submitted as an attachment.) Briefly explain the reason for each requested budget item and provide the basis for its cost:

We will be requesting \$5000 to cover any additional equipment or administrative project costs that may occur.

See attachments for quotes:

EVALUATION

How will the project be evaluated and measured for achievement and success:

We complete a yearly workload study and one component of this study is the number of alarm calls that we receive. We will be able to look at previous statistics to determine if this project has met our goal of reducing the number of alarm calls that our call takers process.



FINANCIAL AND PROGRAMMATIC REPORT

PROJECT PHASES

SAMPLE ACTIVITIES

PHASE

SAMPLE ACTIVITIES

INITIATION

(Project approved by appropriate stakeholders)

- Project concept is documented
- Local Board or governing authority approval or endorsement is received
- PSAP grant application is filed
- Local budgets are obtained
- Appropriated grant funds are approved
- Budgetary estimates are obtained

DESIGN/PLANNING

(Project, system, or solution requirements are developed)

- Requirements are documented
- Components to be purchased are identified
- General design is documented

ACQUISITION

(Selected system or solution is procured)

- RFP (or other bid related processes) are drafted
- Proposals are evaluated
- Contract is signed
- Purchase orders are issued
- Quotes are obtained/grant funds draw down

IMPLEMENTATION

(Selected system or solution is configured and installed)

- Purchased components are delivered and installed
- Training is performed

TESTING/COMPLETION

(Selected system or solution is tested and put in production)

- Performance of system/solution is validated
- System/solution goes "live"



Leaders in Public Safety Communications™

September 14, 2012

EXECUTIVE DIRECTOR

Derek K. Poarch
poarchd@apcointl.org

HEADQUARTERS

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Daytona Beach, FL 32114-1112
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Alexandria, VA 22314
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Ms. Amy Lowe, CAM
Alarm Coordinator
Lynchburg Department of Emergency Services
3621 Candler's Mt. Rd.
Lynchburg, Va. 24502-2225

RE: ASAP Implementation for Lynchburg Department of Emergency Services

Dear Ms. Lowe:

The Association of Public Safety Communications International (APCO) is pleased to respond to your telephone inquiry on behalf of the ASAP project implementation for the Lynchburg Department of Emergency Services. APCO acknowledges the following:

1. Lynchburg is not obligated by its inquiry to make an award.
2. Lynchburg is not obligated to pay any cost of quotation preparation and submittal.
3. The type of contract anticipated for this effort shall be a fixed price or an estimated not-to-exceed amount.
4. The quotation price shall include all wages, overhead, liability insurance, general and administrative expenses, incidentals and profit. The quotation is to be priced in U.S. Dollars.
5. APCO shall clearly state any conditions and assumptions that affect its offer and its quotation.
6. The offer should remain valid for a minimum period of 180 days.
7. An electronic copy of the quotation using Microsoft Word shall be submitted to Lynchburg.
8. No information shall be disclosed by APCO to other parties concerning this inquiry except as permitted by Lynchburg officials.

APCO's quote is included on the following pages in Word format.

Sincerely,

Stephen J. Wisely
Director, Comm Center & 9-1-1 Services

HEADQUARTERS
351 North Williamson Boulevard
Daytona Beach, FL 32114-1112
Phone: 386-322-2500
apco@apcointl.org
www.apcointl.org



Quotation Number: ASAP-20120914-001

Quotation Date: September 14, 2012 (Valid until June 30, 2013)

Project: ASAP Project Implementation – Lynchburg Department of Emergency Services

**Customer: Lynchburg Department of Emergency Services
3621 Candler's Mt. Rd.
Lynchburg, Va. 24502-2225**

Solicitation#: Telephone Inquiry on September 12, 2012 from Amy Lowe to Bill Hobgood, Project Coordinator

Services to be performed by APCO:

- Consulting Services,
- Project Implementation Services defined below:
 - Provide professional services to plan the ASAP integration based on Lynchburg Department of Emergency Services requirements and provide coordination efforts with Sungard/OSSI, the Virginia Criminal Information Network (VCIN) control point officials, Lynchburg officials, the Central Station Alarm Association, and alarm companies.
 - Assist Sungard/OSSI with the installation of Sungard/OSSI's interface application solution in both a Test environment and a Production environment. These may be done at separate times.
 - Establish a test plan and test cases; oversee testing to ensure that the end product conforms to the APCO/CSAA ANS 2.101.1-2008 standard.
 - Certify the installed product to be conformant with the APCO/CSAA ANS 2.101.1-2008 upon successful completion of acceptance testing.
 - Work with Lynchburg officials to ensure connectivity to the Nlets network via the VCIN system which is a prerequisite.
 - Coordinate with those alarm companies that are operating in production with the ASAP project and with Lynchburg officials through cutover to production activities. Services by contractor under this task order will be considered complete upon the Lynchburg go-live to production with the ASAP interface. Contractor will offer on-going coordination services at an additional cost.

Approved Staffing and Rates: The approved staffing and hourly billing rates applicable to this Time and Materials Task Order are as follows:

Staffing	Hourly Billing Rate
Bill Hobgood	\$ 75.00 Plus Travel Expenses

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Not-To-Exceed Price: The total estimate is not to exceed: **\$ 5,000.00.**

Quotation Number: **ASAP-20120914-001 (cont'd)**

Payment Terms: Net 30

Special Provisions:

- a. Expense Receipts – A copy of any expense receipt will be provided for all pre-approved expenses in excess of \$25.00.
- b. Monthly Reports – Each Assigned Resource shall provide a monthly report to Intergraph reflecting the total aggregate number of billable hours expended by date, a description of the Services rendered and a description of any problems or issues encountered during the applicable week.
- c. Invoicing – Invoicing shall occur on a monthly basis reflecting the number of billable hours and expense incurred.
- d. The quotation price shall include all wages, overhead, liability insurance, general and administrative expenses, incidentals and profit.
- e. Requested services after the go-live to production are considered “out-of-scope” but may be procured at an additional cost.

APCO International, Tax ID Number: 63-0461885

By: _____

Name: _____

Title: _____

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