



State of Delaware  
800 MHz Next Generation Meeting Minutes  
April 7, 2004

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**Attendees:**

Baker, Bryant – DTI	Patterson, Greg – Governor’s Office
Cabaud, Phil – Governor’s Office	Pedersen, Robert - DivComm
DeLuca, Al – Courts	Reynolds, Richard – DTI
Gates, Robert – Div of Comm	Roberts, David – New Castle County
Gause, Colleen – DTI	Seifert, Sharon – DTI
Hersey-Miller, Lynn – DTI	Streets, Bill – New Castle County
Lazzaro, Tony – DTI	Turner, Jamie – DEMA
Marsh, Dan – DTI	

**Welcome – Greg Patterson**

**Goals:**

- Rehoboth Update
- Propose a Project Prioritization process as part of the Governor’s Report
- Presenting a Sneak Preview – Possible Bid Offering Scenarios

**Agenda:**

- |                                 |                  |
|---------------------------------|------------------|
| ▪ Rehoboth Update               | Richard Reynolds |
| ▪ Factors for Prioritization    | Bryant Baker     |
| ▪ RFP Progress and Developments | Bryant Baker     |
| ▪ Summary and Next Meeting      | Greg Patterson   |

**Rehoboth Project Status – Richard Reynolds**

- City/State has completed FCC filings and tower leasing paperwork;
- In-ground propane tank installed; Shelter and foundation groundwork initiated on the 29th; water tank work initiated on April 1, shelter and generator delivery scheduled for this week.
- In-state material inventory scheduled for next week; all project equipment will be shipped into DE;
- Rehoboth Acceptance Test Planning – Fire, Police participated in developing the final list of buildings for the In-Building tests, building list completed.

Question – Phil Cabaud: Will the reception on the boardwalk be improved? Richard Reynolds: The new site should improve reception.

Question – David Roberts: Are the tests being conducted with the same equipment? Robert Pedersen: Testing is being conducted with some of the same equipment and new.

Question – Bill Streets: Is the equipment talk-in/talk out? Richard Reynolds: Yes.

Question – Bill Streets: If there is a deviation in readings, who will mediate between the conflicting data. Robert Pedersen: I will check the contract.

Question – Bill Streets: Who is doing the testing with fire and police? Richard Reynolds: Motorola is doing the testing. Robert Pedersen: In the past test results from Motorola and our testing have been the same. Greg Patterson: The local fire and police will be supervising the testing. Richard Reynolds: These tests are similar to tests run on other large projects like in the one in Anne Arundel County, Maryland. Bill Streets: I would like to be sure that we are learning from lessons past.

Question – Greg Patterson: Are the fire and police happy with the list of buildings? Richard Reynolds: Yes. Also, a letter has also been sent to the Mayor requesting civilian volunteers located in the grid to volunteer for in-home testing.

### **Project Prioritization – Bryant Baker**

- Major part of Governor’s Report;
- Will be based upon selected Prime’s division of work into projects;
- Use the “weighted factor” method to guide our recommendations;
- Need to have agreed to a list of these considerations (factors) prior to completing bid evaluations.
- **Steps:**
  - List all factors to consider for prioritization;
  - Assign weighting values so the most important factor gets the most consideration.
- **Factor requirements:**
  - Objective and fact-based as possible;
  - Subjective factors need to be quantified, e.g., “on a scale of 1 to 5” and so on.
- **Factors we may want to consider:**
  - Existing trouble spots
  - “Cooperative Funding” availability – Federal or Local
  - Population Density, or Number of Citizens Effected
  - Dependency on other projects (other 800MHz projects, RECOM/SUSCOM rels, DeIDOT projects)
  - Political Impact (Visibility)
  - Project Period (shorter projects = higher rate of success)
  - Individual project risk

- Current equipment condition/lifecycle status
- **Committee Input Needed. The more, the better!**
- **Once we have a final list of the factors, we need to decide which are most important, and which are least...**
  - Scale of 1 – 5, 5 being most important, and 1 being least;
  - It is possible to give all factors equal weighting, if the Committee determines this is best;
  - Otherwise, after discussion, members could individually score these items and we'll use the mean value for each factor as the weight.

### **RFP Structure Review**

- No project over 12 months in duration;
- Each Project must result in an increase in comms capabilities with no reduction in function;
- Bidder cost proposals structured to allow for striking projects or quantities from the contract per funding situation;
- State has option of being System Integrator;
- Bid evaluations may take us longer than 30 calendar days.

### **“Sneak Preview”**

- Two bidders will be proposing an integrated system solution;
- There appears to be at least one each of “independent” segment bids, except for the radio system;
- Very possible that new equipment for users will be minimized – potentially, current radio equipment will work with the new system:
  - **Training time minimized for fire, police personnel;**
  - **Reduced costs and disruptions to the State and Local emergency personnel for this solution.**

### **Summary – Greg Patterson**

#### **Next Meeting – Tuesday, April 20, 2004, Tatnall, Governor’s Conference Room**

This meeting is to discuss and finalize the list of factors the committee will be considering when making their recommendations to the Governor. We will also discuss a method for weighting each of these factors to ensure that all on the committee have a say in what's more, and less, important. It is also critical that this exercise is completed before we select a vendor to keep this process clean.

#### **Following Meeting – Wednesday, May 05, 2004, Tatnall, Governor’s Conference Room**

For this meeting, we will be taking a brief look at the bid responses we have received (brief because we won't have progressed much on the evaluations), as well as finalizing the weighting for the factors we selected for the Governor's Report. We'll also present the process we are using to evaluate the bids, and identify who is doing what on Mike Sabol's CRC committee.