

PROJECT PLAN  
Contract #VA-00100-HSMM  
February 22, 2001  
Revision 1 – March 7, 2001  
Revision 2 – June 20, 2001

The intent of the Commonwealth is to procure the entire Statewide Shared Land Mobile Radio System Network from a single source, termed herein the Systems Integrator. The Systems Integrator may be a systems engineering and services company acting as a prime contractor with a number of subcontractors and equipment sources, or it may refer to the radio system vendor with lead responsibility and directing a team of associates in complementary disciplines. To this end, HSMM/CTA will produce an integrated functional specification package that will form part of the procurement document. This package will be functional in nature, allowing the several different technologies under consideration to compete on a cost basis, while maintaining the Commonwealth's ability to control the reliability, service levels, operational attributes, flexibility, and maintenance level of the system over the entire life of the system. The package will also allow reasonable differentiation in the evaluation of the various Systems Integrators' proposals so that the Commonwealth can make an assessment of the value of each offering as compared to life cycle cost.

HSMM/CTA will develop and provide to the Commonwealth the technical component of an RFP to be issued by the Commonwealth. The technical component is termed the "specifications". The Commonwealth desires to issue the RFP on July 30, 2001. HSMM/CTA will support this very aggressive timetable to the following extent, and under the following conditions, as discussed and agreed to in the meeting between HSMM/CTA and the Commonwealth on November 15, 2000, at VSP Headquarters which is described below. A fast-track "Team" approach to this procurement will be implemented where the Commonwealth's legal, procurement, and technical personnel are authorized to make this project a priority and empowered to make decisions (within COV approval guidelines) are teamed with HSMM/CTA staff. This would enable many procedures that otherwise would be done in series to be done in parallel. All decisions that rely on participation of parties that are not part of the established "Team" are also subject to the agreed upon timeframes.

- A. Draft technical specification to be provided on May 29, 2001, subject to:
- Closure on operational requirements prior to February 28, 2001. Any requirements changes made by the COV after that date will result in a minimum

day for day delay in provision of the draft specifications. HSMM/CTA will meet with COV personnel prior to February 28, 2001, to provide general cost/benefit guidelines in reviewing changes in operational requirements.

- Timely review (5 working days) by all of the necessary personnel of various pre-draft working copy sections of the specification as they are provided to the COV according to a previously established schedule. This will likely require COV participation in review meetings in both Lynchburg and Richmond in order to expedite the process.
- Proactive support by COV management in eliminating involvement of CTA in COV initiated activity that is not essential to development of the specifications such as response to management or elected official's questions, response to offeror's lobbying efforts, etc. Non-essential activity may impact the provision of the draft specifications, with a delay commensurate with the necessity for preparation and response to those activities.
- Expansion of the microwave, intranet access, and mobile data shall be included in the functional specification scheduled for release on July 30, 2001. To facilitate this expansion CTA must: identify which agencies may be served; determine the exact locations for all microwave end points (agency locations). To accomplish these requirements CTA will submit a form to COV by March 9, 2001 to obtain the data/intranet location requirements. COV will transmit this form to the participating agencies, on March 9, 2001 with a required response time of 6 working days. Any requirements received after that date will result in a minimum day for day delay in provision of the draft specifications.
- Perform a paper site survey for tower locations, at the distant ends, to facilitate microwave access. To accomplish this requirement CTA will submit a form to COV by April 2, 2001 to obtain the detailed tower and shelter accommodation data for each location. COV will transmit this form to the participating agencies, by April 6, with a required agency response date of May 29, 2001. Any requirements received after that date will result in either a minimum day for day delay in provision of the final specifications or the exclusion in participation of microwave access for each site that is not documented. This decision will be rendered by the COV within 1 working day of the delayed requirement receipt by CTA. This information will be included, as received from the participating agencies, in an Appendix to the Functional Specification.

B. Final technical specification will be provided to the COV within ten working days or less after receipt of final changes made by the COV. For a July 30, 2001 RFP issue date, the State will be provided a complete package both in hard copy and in PDF format on July 30, 2001 and therefore final changes must be received by CTA prior to July 13, 2001.

We expect this will require the following actions by the COV:

- Changes that are made will be identified so that the entire document does not need to be read each time. Intermediate changes must be approved/revised within five working days. Approval is required by COV program management, legal, and procurement for each intermediate revision.
- Legal review will need to be expedited, and probably will need to be substantially done in meetings and early reviews of sections of the specifications prior to issuing the draft (pre-draft specifications). In essence, changes responding to legal review will need to be included in the draft issued on May 29, 2001.
- Technical review, except for minor details, will need to be done using working copies of pre-draft sections of the specification as they are done. In essence, changes responding to technical review will need to be included in the draft issued on May 29, 2001.
- Preparation of the non-technical portion of the procurement package will need to be done by the procurement officer and legal staff in parallel with finalization of the specifications. In essence, most of the work involved in preparation of the procurement package will need to be done prior to issuing the draft on May 29, 2001.

CTA will issue the draft specifications once, on May 29, 2001. CTA will work with the Commonwealth's project manager, the legal participants, and the procurement participants to expedite the process with the intent that the May 29, 2001 document is essentially complete and correct, in a final form. The expectation is that there would be no changes in substance necessary for the final document, and at most minor corrections.

This project plan and project timetable was developed and agreed to by the Virginia Department of State Police (VSP) and HSMMM/CTA as required by Attachment A to Modification #2 of Contract #VA-000100-HSMM, dated February 1, 2001.

This project plan (Revision 1) is amended to incorporate the requirements as identified in the Agency Needs Assessment Report dated March 1, 2001.

This project plan (Revision 2) is amended to incorporate the revised Final Functional Specification issuance date of July 30, 2001.

**Signature on File**

Major David B. Conklin  
Virginia State Police

**June 20, 2001**

Date

**Signature on File**

Cheryl S. Giggetts  
Vice-President, CTA Communications, Inc.

**June 20, 2001**

Date