

**PIMA COUNTY WIRELESS INTEGRATED NETWORK
(PCWIN)
EXECUTIVE MANAGEMENT COMMITTEE**

Pima County Sheriff's Administration Building
1750 East Benson Highway, 3rd Floor
Thursday, September 8, 2005
9:00 a.m.

SUMMARY OF MEETING

Note: The following is a summary of what transpired at the September 8, 2005 EMC meeting. Cassette tape and materials provided are available upon request.

I. Call to Order: Sheriff Clarence Dupnik, Chairman, 9:02 a.m.

Roll Call: Annette Romero, Pima County Sheriff's Department

Members Present

Sheriff Clarence Dupnik, Pima County Sheriff's Department
Asst. Chief Joe Delgado, Tohono O'Odham Tribal Police
Commander Charles E. Lentner, Oro Valley Police Department (*1st Alternate*)
Deputy Chief Kermit Miller, Tucson Police Department (*1st Alternate*)
Asst. Chief Albert Pesqueira, Northwest Fire Department (*1st Alternate*)
Chief Richard Vidaurri, Marana Police Department
Asst. Chief Gary Bynum, Drexel Heights Fire District (*1st Alternate*)

Members Absent

Chief Richard Miranda, Tucson Police Department
Chief Daniel Sharp, Oro Valley Police Department
Chief Dan Newburn, Tucson Fire Department (No representative present)
Chief Jeff Piechura, Northwest Fire District
Chief Douglas Chappell, Drexel Heights Fire District
Mr. Dennis Douglas, P.C. OEM & Homeland Security (No representative present)

Others Present

Manny Barreras, Motorola	Betty Johnson, Elephant Head Fire
Dale Bradshaw, Marana PD	Pat Joy, P. C. Communications
Monty Brow, Elephant Head Fire	Paul Loucks, P. C. Attorney's Office
Rick Brown, Marana PD	Jerry Lumpkin, Durham Comm.
Stephany Brown, Elephant Head Fire	John Moffatt, P. C. IS Dept.
Larry Consalvos, iXP Corp	Paul Punske, Motorola
Bob Couch, SAIC	Mike Martinez, Tucson Airport PD
Woody Dyche	Mike Sacco, P. C. Sheriff's Department
Matthew Fenton, U of A Police	David Sandoval, Tucson Airport FD
Terry Finefrock, P. C. Procurement	Larry Sayers, P. C. Radio Communications
Chuck Hill, ISS	Kevin Shonk, Tohono O'Odham FD
Joe Jakoby, Tucson FD	Anita Velasco, City of Tucson

II. Approval of Minutes, Sheriff Dupnik, Pima County Sheriff's Department

Sheriff Dupnik proposes approval of the minutes for the August 25, 2005 Executive Management Committee (EMC) meeting. Deputy Chief Miller moves to approve the minutes and Assistant Chief Bynum seconds the motion. Motion is unanimously carried.

Materials provided: EMC summary dated, August 25, 2005.

III. Review of Scope of Work for Consultant Services, Captain Paul Wilson Pima County Sheriff's Department

Sheriff Dupnik introduces Mr. Terry Finefrock from Pima County Procurement to the Committee members and turns the floor over to Captain Wilson.

Captain Wilson advises the Committee members that Paul Loucks from the Pima County Attorney's Office would be joining the meeting as well and would be available to answer any legal questions committee members may have.

Captain Wilson addresses Mr. Dyche, who is sitting in the audience, and advises him the questions he had asked at the last EMC Meeting will hopefully be addressed during the presentation. Captain Wilson advises the minutes for the August 25, 2005 meeting includes the memo entitled Consultant Services Procurement & Scope of Work dated August 24, 2005.

Captain Wilson begins discussion on the Request for Procurement (RFP) document and explains the process for developing the document, which included appointing a workgroup consisting of broad representation from the different disciplines of the project. The work group drafted the initial document last year at their first meeting, which included what they wanted to see accomplished. The workgroup met approximately one-half month ago, reviewed the document, and discussed a procurement process and an evaluation strategy which resulted in the document that is being presenting to the Committee today.

Captain Wilson begins his presentation and explains his objectives:

- Brief the EMC of the content of the proposed language for an RFP document for consultant services.
- Gain approval from the EMC of the defined scope of work, procurement strategy, and evaluation process.
- Receive direction from the EMC to transmit the documents to Pima County Procurement for publication.
- Vendor representatives should be aware this is a draft document and will be edited before publication and posting. Questions about the scope of work should be held until final publication so they can be addressed in a pre-bid conference.

Items discussed during the presentation:

- Proposed Process for Procuring PCWIN Systems
- Phase I, Business Plan Development
- Phase II, Conceptual System Design
- Phase III, Solicitation Preparation
- Phase IV, Solicitation Support
- Phase V, Technical & Project Management Oversight Assistance
- Key Points
- Background
- Scope of Work
- Review of Proposals
- Exhibits
- Potential Interested Vendors

Captain Wilson advises he has offered a seat on the Evaluation Committee to Mr. Myrl Coultas as the “Community” member and the User and Technical Committees will appoint the seventh member at the next joint committee meeting. Mr. Coultas is a retired IBM employee, who also did consultant work upon his retirement. Captain Wilson familiarizes the Committee with the other members of the Evaluation Committee.

Sheriff Dupnik asks Mr. Finefrock how soon he thinks they could go out to bid. Mr. Finefrock advises two or three weeks depending on the final statistics. Captain Wilson advises the goal is to have someone under contract by the end of the calendar year. Sheriff Dupnik addresses possible delays, but Mr. Finefrock states if the EMC can endorse the concepts of the draft he does not foresee having to make any major changes to it other than typical clarity review by Deputy County Attorney Loucks. He reassures the Committee the document would not take more than three weeks to finalize and publish.

Captain Wilson proposes a two phase process:

1. Review the qualifications of the vendors and their project team and short-list the most qualified vendors.
2. Return to the short-list and ask them to produce their documents and discuss their methodology for doing the project, and their cost proposals. Then reviewing the short-list combined scores.

Mr. Finefrock states the process usually takes approximately 90-120 days depending on the evaluation team’s response. Sheriff Dupnik would like to schedule an EMC meeting to accommodate the process. Captain Wilson states next week the Technical and User Committees will have a joint meeting where they will nominate a seventh member to the Evaluation Committee. Once the individual is appointed and agrees to join the Committee, Captain Wilson will present the final document to Procurement. Once Procurement receives the document, there will be a two week period for them to incorporate the document into the County boilerplates and to publish the document. If the EMC wishes to review the final document, one month from today would be a good time to do so. The document would be posted directly after that review and Mr. Finefrock would need one week to give notification to the newspapers, which would be

open for a period of time for responses from the vendors. Evaluations would be conducted and then the Evaluation Committee would move into Phase II.

Deputy Chief Miller moves to approve the concept as written and give Captain Wilson and Procurement the latitude to make necessary changes to the document, as long as the concept remains the same. Assistant Chief Pesqueira seconds the motion. The floor is open for discussion. Commander Lentner asks questions concerning the Draft RFP, prior to voting on the motion. His questions are addressed by Captain Wilson. Sheriff Dupnik calls for a vote on the motion brought before the Committee. All members vote in favor of the motion and the motion unanimously carries.

Presentation: Consultant RFP Presentation

IV. Call to the Public

Sheriff Dupnik asks if anyone in the audience would like to address the committee. He receives no response.

V. Date-Time-Location of Next Meeting(s)

Sheriff Dupnik advises the September 22, 2005, EMC meeting is cancelled and the next meeting will be on October 27, 2005.

Next Meeting:

October 27, 2005, 9:00 AM
Pima County Sheriff's Department
1750 East Benson Hwy
SOC/ 3rd Floor

IV. New Business

Sheriff Dupnik asks if there is any new business to address. He receives no response.

X. Adjournment

Chief Bynum moves to adjourn the meeting. Commander Lentner seconds the motion. Motion is unanimously carried. Meeting adjourned at 9:40 a.m.

Minutes prepared by: Annette Romero