



Kitsap 911 Executive Committee Meeting of December 14, 2022

The Kitsap 911 Executive Committee met via a virtual Zoom meeting. Present were: Director Dusty Wiley (Chair), Director David Ellingson, Director Joe Deets, Director Greg Wheeler, Director John Gese, Strategic Advisory Board Chair Chief Pat McKinney, Legal Counsel for Kitsap 911 Ken Bagwell, Executive Director Richard Kirton, Deputy Director Maria Jameson, Operations Manager Jamie Donley, Finance Manager Steve Rogers, Technical Systems Manager Brandon Wecker, Radio Program Manager Scott Peabody, and Administrative Specialist Stephanie Browning.

Guests: Eric Olsen-RACOM, Joshua Billis, Teri Maa, Jason Jerrel, Williams Mullins, Carolos Delatoes, Mark Nelson

Absent: Strategic Advisory Committee Vice Chair Chief Joe Clark

Call to Order. Chair Dusty Wiley called the meeting to order at 1300.

Additions: None

Opening of Kitsap 911 Land Mobile Radio (LMR) RFP:

Technical Systems Manager Brandon Wecker stated per the Kitsap 911 Radio System Request For Proposal, sealed Proposals must have been received by Kitsap 911 at 911 Carver Street, on or before 4:00 PM on Friday 12/09/2022. We did not accept email submissions for this RFP. Proposals will now be opened, and the name of the vendor will read aloud and recorded. Details of each proposal, including price, shall not be announced, or recorded during the opening. By recording each submission, we are simply acknowledging receipt of a packet. We are not reviewing packets for completeness as part of today's process. All attendees other than our board members and staff must remain muted throughout this process.

Stephanie will now share her screen and will record the proposals as Richard opens them.

The following RFP were received all were on-time and sealed:

*Tait Communications

*RACOM

*Motorola

*JVCKENWOOD

Public Comment:

None

Approval of Minutes:

Director David Ellingson made a motion to approve the minutes from 06/22/2022 and 11/09/2022. Motion was seconded by Director Greg Wheeler. Motion Passed.

Approval of Payment of Claims-Fund 89822:

**Director David Ellingson moved approval of A/P 5268 through 5335 Total \$229,048.11
Payroll dated 11/11/2022, 11/25/2022 and 12/09/2022 Total \$1,214,741.52
Electronic Payments dated 11/01-11/30/2022 Total \$169.83
Motion was seconded by Director John Gese. Motion Passed.**

Ratification of Executed Contract:

K911-064 Petek and Associates-Executive Director Richard Kirton said this contract will help support the work of the Peer Support Team and will not exceed 10K.

Director David Ellingson made a motion to approve ratification of contract K911-064 with Petek and Associates. Motion was seconded by Director Greg Wheeler. Motion Passed.

Action Items:

Approval of Resolution 2022-011 Non- Represented Wage Scale and Salary ranges-

Mr. Kirton presented Resolution 2022-001. These wage scales are in-line with the contracted employee increases and includes Juneteenth as an observed paid holiday.

Director Joe Deets made a motion to approve Resolution 2022-011. Motion was seconded by Director John Gese. Motion Passed.

Discussion Items:

No Report

Staff Reports:

LMR Project Update

Scott Peabody gave a quick updated and what the next steps are. in regards to the request for proposal (Presentation attached.)

Staffing Report

Maria Jameson reported no changes since the last meeting. Kitsap 911 is fourteen employees short on the dispatch floor. There are currently eleven in dispatch training. The next hiring is scheduled for January with a goal to hire eight more. Technical System Group and Admin group are fully staffed.

Finance Report

Finance Manager Steve Rogers reported that for October 2022, both revenues and expenditures are in-line with expectations. For revenues, 13.7M have been received year to date. The lion's share comes from the sales tax revenue. Operations expenditures came in approximately 5% under budget. We plan on expending the full labor appropriation, as the bulk of the retention bonus will be paid out on the last paycheck of the year. No reserves have been used to date and our risks remain the same.

Emerging Issues-

Mr. Kirton commented that the Washington State Communications pension policy House 911 (HB 1055) bill has advanced in Legislature. This will transition the pension plan of the dispatch employees and their supervisors from PERS to PSERS.

Good of the Order-

Director Ellingson wished everyone a Merry Christmas and Happy New Years.

Adjournment 14:24

The next regular meeting of the Kitsap 911 Executive Committee will be December 28, 2022.

Executive Committee Update

December 14, 2022

R. Scott Peabody, P.E.

speabody@kitsap911.org

360 552-8402





Topics

- Radio Request for Proposal (RFP) Status
- Open Sealed Radio System Proposals
- Next Steps – Apply Published Criteria
 - Phase 1 Pass/Fail Evaluations
 - Phase 2 Weighted Factors Evaluations





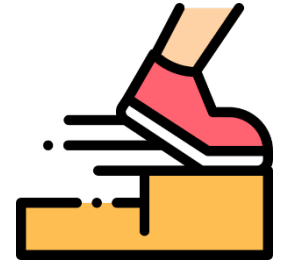
Radio RFP Status

Date		Event
October 5, 2022	✓	Release RFP
October 5, 2022	✓	Publish Public Notice RCW 39.26.150
October 14, 2022 4:00 PM Pacific Time	✓	Vendor's Written Questions are Due via E-Mail to Kitsap 911
October 21, 2022	✓	Addendum Released with Zoom access credentials for Mandatory Pre-Proposal Virtual Conference
October 28, 2022 8:00AM Pacific Time	✓	Mandatory Pre-Proposal Vendor Virtual Conference using Zoom Video Communications
December 9, 2022 4:00 PM Pacific Time	✓	Proposals are Due to Kitsap 911
December 14, 2022	✓	Proposals will be opened at Kitsap 911 Executive Committee Meeting. Refer to the Kitsap 911 website Board of Directors Schedule for time of meeting and access credentials.
January/February 2023 Specific Times TBD		Question and Answer Sessions with Proposers, Hands-On Demonstration with Users
March/April 2023		Anticipated Contract Award

We received 4 Proposals



Published Two Phase Evaluations



Evaluation Criteria – Phase 1	
Factor	Importance
Timely Submittal of Proposal	Pass/Fail
Proposal Package Security	Pass/Fail
Proposal Copies	Pass/Fail
Proposal Letter with Pricing Form <ul style="list-style-type: none"> • See Exhibit P Proposal Format • Include Pricing Form in Excel Format 	Pass/Fail
Exhibit F Mandatory Bidder Responsibility Checklist	Pass/Fail
Exhibit G Certification of Compliance with Wage Payment Statutes	Pass/Fail
Exhibit H Non-collusion Affidavit	Pass/Fail
Exhibit I RFP Addenda Acknowledgement	Pass/Fail
Exhibit J Vendor Information	Pass/Fail
Exhibit K References Forms (Customers and Subcontractors)	Pass/Fail
Exhibit L Proposal Bond Form	Pass/Fail
Exhibit M Performance Bond Form	Pass/Fail
Exhibit N Payment Bond Form	Pass/Fail
Proposal description, coverage maps, P25 Statement of User Needs (PDF and Word formats), and Requirements Compliance Matrix (PDF and Word formats)	Pass/Fail



Pass/Fail Gate

Evaluation Criteria – Phase 2	
Factor	Importance
Project Understanding and Approach	20
Qualifications and Experience	10
User Radio Equipment and Services	20
Console System Equipment and Services	20
Radio Infrastructure and Backhaul Equipment and Services	20
Coverage and Interoperability	20
Interviews with Project Teams	10
References Interviews	10
Expectation of Delivery Performance Based on Past Delivery Performance	20
Equipment Demonstrations	10
Annualized Costs for Equipment, Services, and Recurring Expenditures for Comparable Systems	40
Total	200

