



P I N A L ♦ C O U N T Y
wide open opportunity

**Pinal County-wide Communications Consortium
Evaluation Process**

October 10, 2018

1.0 Overview

Pinal County contracted with Federal Engineering (**FE**) to develop recommendations to evaluate applications from agencies seeking to join the Pinal County Radio Communication System (PCRCS).

2.0 Evaluation Process

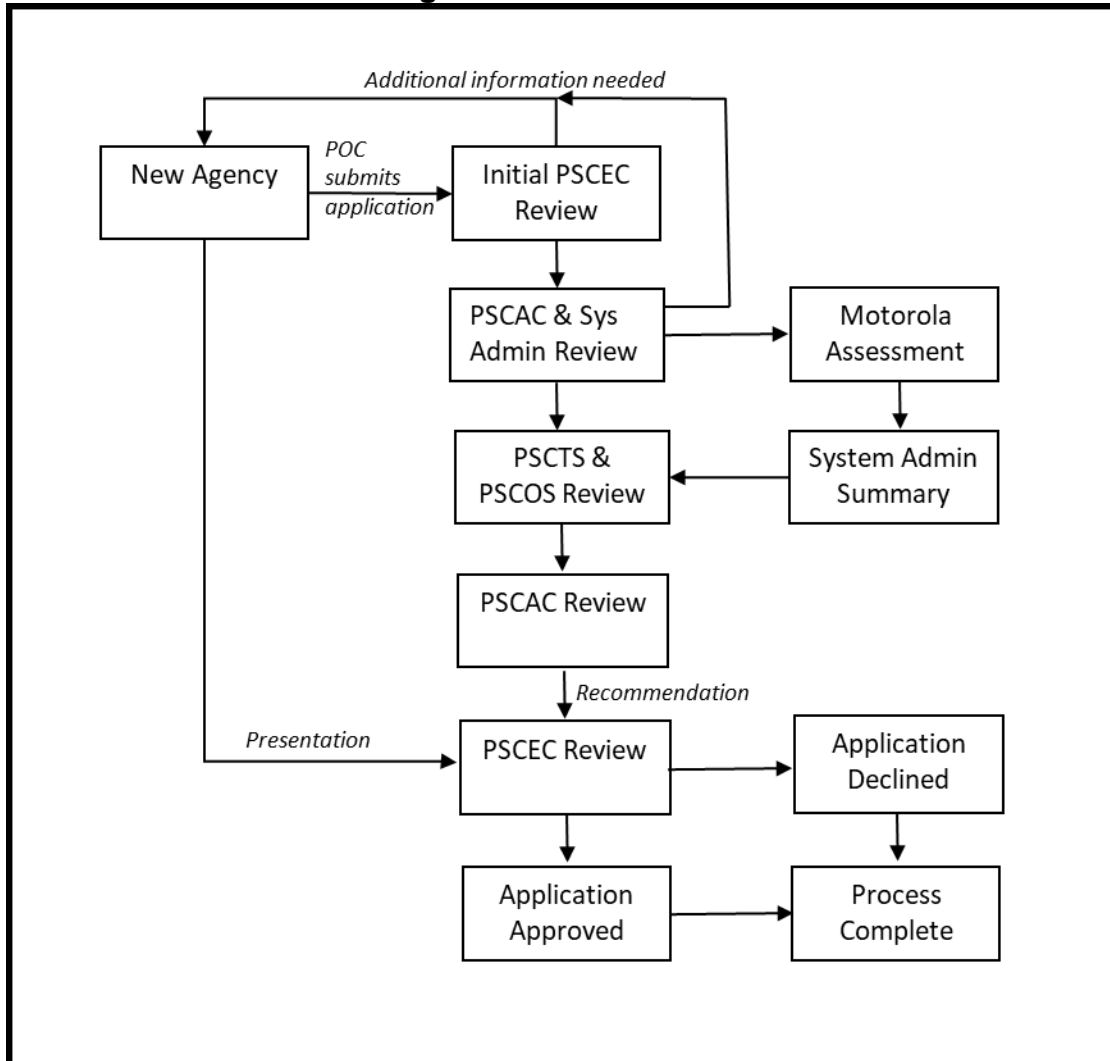
An application (Attachment A) has been created to formalize the process for agencies seeking to join the PCRCS. The application and any supporting materials should be submitted to a Point of Contact (POC) as designated by the Public Safety Communications Executive Committee (PSCEC). The application must include an implementation plan (including its radio talk group fleet map) to migrate its users to the PCRCS. Reasonably upon receipt of the application the PSCEC shall determine what subcommittee(s), if any, shall review the application. Review of the application by the subcommittee(s) allow the submitting agency to request participation on the PCRCS and explain how participation will operationally and technically impact the system as well as what interoperability enhancements will result due to participation. Fully understanding the extent and impact to the system is the purpose of this iterative process that may require modifications to the proposal by the submitting agency.

The process for a new agency joining the PCRCS shall be as follows:

1. The new agency interested in joining the PCRCS system completes the New Agency Request Form (see Attachment A).
2. The form and any supporting materials are submitted to the POC.
3. The POC reviews the submitted materials to ensure the required information has been provided. If the application has not been completed correctly, the application will be returned to the requesting agency indicating the additional information necessary.
4. Upon receiving the proper information from a submitting agency, the POC facilitates distribution and review of the materials to the PSCEC members to determine what subcommittee(s), if any, will review the submission.
5. It is likely, that the PSCEC will send the application to the Public Safety Communications Advisory Committee (PSCAC) and the System Administrator for their respective review.
 - a. The PSCAC or System Administrator may require additional information of the submitting agency.
 - b. If the application form is insufficient, preventing the PSCAC or the System Administrator to adequately evaluate the application, it may be returned to the submitting agency identifying the major deficiencies. A returned application restarts this process.

- c. If the PSCAC and System Administrator are satisfied with the updated application, the application is provided to the Public Safety Communications Technical Subcommittee (PSCTS), and the Public Safety Communications Operational Subcommittee (PSCOS), to review the application.
 - d. The System Administrator will provide each application to the system manufacturer for assessment to determine what system modifications, if any, will be necessary to accommodate the new agency on the system and still provide a mission critical Quality of Service (QoS) to the other users. The System Administrator will review the manufacturer's assessment and feedback and develop a summary to be delivered to the PSCTS and PSCOS.
6. The PSCTS and PSCOS will review the summary from the System Administrator and may request the submitting entity to modify the application and supporting materials or recommend that the application be rejected. The PSCTS and PSCOS shall not unreasonably delay an agency application. A recommendation for adoption with requested changes can be made to the PSCAC.
7. Upon receiving the application with a recommendation from the PSCTS and/or the PSCOS, the PSCAC will make its recommendation of adoption or rejection and submit it together with the application to the PSCEC for their review.
8. PSCEC is solely responsible to make the final decision on the adoption or rejection of an agency application.
 - a. The requesting agency is required to present their proposal to the PSCEC.
 - b. If the application is rejected, the PSCEC notifies the proposing agency with its decision, with the reasons for such a decision.
 - c. The submitting agency may seek to address the concerns raised by PSCEC; and PSCEC shall determine if agency shall start the application process from the beginning.
 - d. If the application is approved by the PSCEC, an Inter-Governmental Agreement (IGA) must be developed, agreed upon and executed between Pinal County and the submitting agency. A sample IGA is in Attachment B.

Figure 1: Evaluation Flow Chart



3.0 Summary

The PCRCS Governance Board and its subcommittees should review new agency applications and consider all aspects of the proposal including coverage requirements, impacts of the capacity of the system, current dispatch services, and if any backhaul enhancements or expansions would be needed should the application be approved.

FE may assist the County to implement the governance framework and evaluation process for new agency requests.

ATTACHMENT A – NEW AGENCY REQUEST FORM

Question	Response
Coverage	
Does the coverage provided by Pinal County Radio Communication System (PCRCS) meet your agency's needs?	
If not, please identify what areas of need to be added	
Will this additional coverage benefit PCRCS users?	
Have you identified sites where this coverage is needed? If yes, please provide details	
Are there any greenfield sites involved?	
What is the configuration of the equipment in the vehicles? (antenna on roof, on trunk, etc.)	
What is the configuration of the equipment on the user with the portable radio? (on hip, mic on shoulder, etc.)	
Are there any special in-building requirements where service is needed? If yes, please list the buildings	
Do you currently have service in those buildings today?	
Capacity	
How many subscribers do you plan to add to the PCRCS?	
Do you expect this number to grow over the coming years? If yes, by how much?	
Do you currently own 700/800 MHz frequency spectrum? If so, please provide details	
Radio Consoles	
How many radio consoles do you plan to add to the PCRCS?	
Do you expect this number to grow over the coming years? If yes, by how much?	
How many Public Safety Answering Points do you have?	
Do you plan on retaining your dispatch operations on the new system? If not, are you looking for the Sheriff's Office to dispatch for your agency?	

Are you interested in being a backup dispatch for other agencies on the system?	

RF Sites	
Are any of the sites you own or lease available for use in the PCRCS?	
If yes, please provide details including backhaul connectivity available or planned at the site?	
Special Events	
Do your users support any special events throughout the year?	
If yes, please identify month when the event is usually held each year	
How many users are involved in those events?	
Are additional outside agencies involved in that event? If yes, how many users?	
User Equipment	
Please provide the manufacturer and model of the mobile radios currently in use including quantities	
Are these radios P25 compatible?	
Please provide the manufacturer and model of the portable radios currently in use including quantities	
Are these radios P25 compatible?	
Administrative	
What is the reason that you wish to join the PCRCS?	
What approval process must you follow within your organization to join the PCRCS? Expected timeframe?	