

PROJECT PLAN
Contract #VA-00100-HSMM
February 22, 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 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 or before June 1, 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 1st, 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.
- 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 June 1st RFP issue date, the State will be provided a package both in MS Office and in PDF by May 30, and therefore final changes must be received by CTA prior to May 15. We expect that 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 1st.
 - 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 1st.

- 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 1st.

CTA will issue the draft specifications once, on May 1st. 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 1st 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.

Signature on File

Major David B. Conklin
Virginia State Police

February 22, 2001

Date

Signature on File

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

February 22, 2001

Date