

Attachment A

SCOPE OF WORK AND BUDGET

1. BACKGROUND:

The funds will allow the implementation of next generation 911 equipment and services necessary to provide Next Generation Core Services (NGCS) in the county to facilitate the implementation of Florida Statute 365.177, statewide call routing.

The State of Florida has appropriated the Department of Management Services (the Department) a \$12 million non-recurring funding allocation to modernize emergency call centers across the state. These funds come from the Emergency Communications Trust Fund (Laws of Florida, Chapter 2024-25) and will be used exclusively for upgrading Public Safety Answering Points (PSAPs) during the 2024-2025 fiscal year.

2. TERM:

Funding will be available on July 1, 2024, and will expire on June 30, 2025. In accordance with Section 215.971(1)(d), Florida Statutes, the Recipient may expend funds authorized by this Agreement only for allowable costs resulting from obligations incurred during the period of this Agreement.

3. PURPOSE:

The Department wishes to disburse the appropriated funds to Levy County for the purpose of implementing NGCS equipment and services in accordance with the Laws of Florida, Chapter 2024-25.

4. GENERAL DESCRIPTION OF THE SCOPE OF WORK:

This Agreement is for the implementation of equipment and non-recurring service costs to migrate to Next Generation Core Services and for the initial year of services contracted by the county with their next generation 911 vendors.

5. RECIPIENT RESPONSIBILITIES

5.1 RECIPIENT TASKS: Recipient will perform the following tasks in the time and manner specified:

5.1.1 Task 1. Procurement: The Recipient shall execute a contract or purchase order with a Contractor responsible for procuring commodities and services to provide Levy County with the following no later than September 1, 2024, unless given written permission by the Department in advance.

5.1.1.1 Provide the Department with an unredacted copy of the final procurement documents and any related addendums. Ensure the procurement is done in compliance with all local and State of Florida procurement rules and laws. Ensure the procurement clearly sets forth all contractor requirements. The State 911 Grant application package submitted to the Emergency Communications Board including detailed quotes, may be used as the procurement package.

5.1.1.2 Provide the Department with a copy of contracts or purchase orders for their next generation 911 core services vendor. The draft copies must be received and reviewed for acceptance by the Department prior to executing a contract or purchase order or subcontract for work under this Agreement with a vendor. The Recipient is responsible for ensuring that its contract, purchase order, or subcontract with the awarded vendor for work under this Agreement complies with the terms in Section (20) of the Agreement.

5.1.1.3 Submit to the Department's Project Manager a signed Attachment G, Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, for any contractor or subcontractor performing work and receiving funding under this Agreement. The form must be received by the Department prior to executing a contract or purchase order or subcontract for work under this Agreement with any vendor.

5.1.1.4 Provide the Department with an unredacted copy of the signed Contract or executed Purchase Order for the Levy County NGCS project. The Contract or Purchase Order must require the awarded Contractor and/or Subcontractor to comply with the terms of this Agreement including that the awarded vendor certify that their systems are interoperable with bordering counties, regions, and adjacent state lines, if applicable, consistent with current NENA NG-911 standards.

5.1.2 Task 2. Improvement: No later than September 30, 2024, unless given written permission by the Department in advance, the Recipient shall conduct, or cause to be conducted, the implementation of NGCS procured in Task 1. All purchases and installations shall be performed by the awarded vendor(s) in accordance with the contract terms for the Levy County NGCS project executed by the Recipient and its awarded vendor(s).

5.1.2.1 Document requests for reimbursement using appropriate reimbursement attachment form. Ensure all requests for reimbursement for Recipient Task 2 contain detail sufficient for audit thereof and shall be accompanied by all supporting documentation required for reimbursement including, but not limited to, receipt of deliverable or service, copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers.

5.1.3 Task 3. Inspection: No later than August 22, 2025, the Recipient shall conduct or cause to be conducted an inspection of the Levy County NGCS project to verify that the contract deliverables are met or exceeded in accordance with the Contract.

5.1.3.1 Document the inspection and indicate whether the performance has met or exceeded the NGCS project component(s) contract deliverables, including any executed acceptance letters demonstrating completion of deliverables, and submit to the Department no later than August 29, 2025.

5.1.4 Task 4. Reporting: The Recipient shall report quarterly on the status of the Levy County NGCS project work described in Task 1. These reports shall include the current status and progress of the NGCS project contract deliverables, the expenditure of funds under this Agreement, and positive Return on Investment (ROI) gained by this project. The quarterly reports and Final Administrative Closeout Report will be submitted in accordance with Section 14 of this Agreement.

5.1.4.1 Timely submit Attachment E, Quarterly Report within 30 days of the end of each quarter, and Attachment H, Administrative Close-Out Report, to the Department's Grant Manager. Attachment H is due no later than September 29th, 2025.

6. DELIVERABLES: Recipient will complete and submit the following deliverables to the Department in the time and manner specified:

6.1 Quarterly: Each quarter the Recipient shall update the Department on the status of the Levy County NGCS project, including any delays or problems, with supporting documentation as specified in Recipient Tasks 1 through 4.

7. **PERFORMANCE MEASURES:** Deliverables must be met at the following minimum level of performance:
- 7.1 **Procurement.** Execute a contract or purchase order with a Contractor responsible for procuring commodities and services to provide Levy County with a NGCS project as specified.
 - 7.2 **Improvement.** Conduct, or cause to be conducted, purchase and installation of Next Generation Core Services and equipment.
 - 7.3 **Inspection.** Conduct or cause to be conducted an inspection of the Levy County NGCS project, as specified.
 - 7.4 **Reporting.** Prepare and submit the Quarterly Report and Administrative Close-Out Report as specified.

8. **FINANCIAL CONSEQUENCES**

- 8.1 If the Recipient fails to comply with any term of this Agreement, then the Department shall take one or more of the following actions, as appropriate in the circumstances:
 - 8.1.1 Temporarily withhold cash payments pending correction of the deficiency by the Recipient;
 - 8.1.2 Disallow all or part of the cost of the activity or action not in compliance with this Agreement;
 - 8.1.3 Wholly or partly suspend or terminate the current award for the Recipient; or,
 - 8.1.4 Take other remedies that may be legally available.
- 8.2 Additionally, the Department will provide no reimbursement or payment for any improvement that does not meet or exceed the standards established in the Levy County NGCS project contract.

9. **DEPARTMENT TASKS**

- 9.1 The Department will review documents to ensure compliance with the terms of this Agreement in furtherance of monitoring the legislatively appropriated funds. Review of NGCS project documentation shall not be construed as an approval of the Recipient's NGCS project contract terms and conditions.
- 9.2 The Department will not be responsible or liable for Recipient obtaining the Next Generation Core Services or performance of any terms in Recipient's Contract with a vendor to provide its NGCS project.

10. **METHOD OF PAYMENT:**

- 10.1 The method of payment is cost reimbursement unless otherwise specified as an eligible Rural Community or Rural Area of Opportunity Payment.
- 10.2 The Recipient will not receive payment in advance for goods or services described in this scope of work.
- 10.3 The Recipient is responsible for the performance of all tasks and deliverables contained in this scope of work.

11. **LINE-ITEM BUDGET**

**Amount Requested from the State in this \$ 66,462.90
Appropriations Project Request.**

Total \$ 66,462.90

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