

(Contract Management Use only)

# CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.

Cm1813

## CONTRACTOR INFORMATION

Name: Federal Engineering \_\_\_\_\_

Address: 10600 Arrowhead Drive \_\_\_\_\_ Fairfax, VA \_\_\_\_\_ 22030 \_\_\_\_\_  
City State Zip

Contractor's Administrator Name: Terry Forehand \_\_\_\_\_ Title: Senior Consultant

Tel#: 904-563-4840 \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: tforehand@fedeng.com \_\_\_\_\_

11 NOV 14 AM 9:43

COUNTY MANAGER'S OFFICE

## CONTRACT INFORMATION

Contract Name: On-Call Public safety communications technical support

Contract Value: maximum of \$4500.00

Brief Description: Provide on-call support for the radio system and consulting \_\_\_\_\_

Contract Dates: From 01/01/2011 to 12/31/2011 Status:  New  Renew  Amend#  WA/Task Order


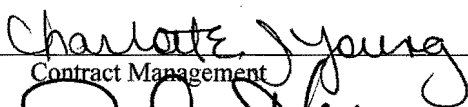
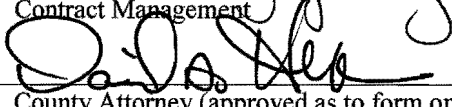
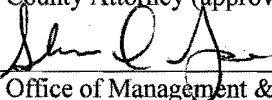
How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other \_\_\_\_\_

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_ No Increase \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

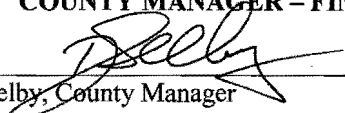
- |    |   |                 |                              |
|----|---|-----------------|------------------------------|
| 1. |  | <u>11-7-11</u>  | <u>01252525-534000 mcomm</u> |
|    | Department Head Signature   | Date            | Funding Source/Acct #        |
| 2. |  | <u>11-21-11</u> |                              |
|    | Contract Management   | Date            |                              |
| 3. |  | <u>11-21-11</u> |                              |
|    | County Attorney (approved as to form only)  | Date            |                              |
| 4. |  | <u>11-7-11</u>  |                              |
|    | Office of Management & Budget   | Date            |                              |

2011 NOV - 8 AM 11:24

RECEIVED CONTRACT MANAGEMENT

Comments: \_\_\_\_\_

### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

 \_\_\_\_\_ 11/23/11 \_\_\_\_\_  
Ted Selby, County Manager Date

### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

2011 NOV 28 AM 10:11  
2011 NOV 21 PM 12:19  
RECEIVED CONTRACT MANAGEMENT OFFICE



"Unleashing the Power of Technology"

Federal  
Engineering®

**Federal Engineering, Inc.**

10600 Arrowhead Drive  
Fairfax, VA 22030  
703-359-8200

Issued: October 20, 2011

Nassau County, FL  
P.O. Number: \_\_\_\_\_  
Dated: \_\_\_\_\_

## PROJECT NAS-OC-TS NASSAU COUNTY ON-CALL PUBLIC SAFETY COMMUNICATIONS TECHNICAL SUPPORT

### 1.0 Introduction

This task provides a framework for *FE* to respond to ad-hoc, short-term assignments regarding public safety mobile radio technology, microwave systems, CAD, MDTs, "911", dispatch center systems, and information technology systems. Through this statement of work, Nassau County is provided with the mechanism to direct *FE* consulting efforts in an orderly fashion while maintaining control and visibility throughout the task.

### 2.0 Tasks to be Performed

An assignment within this task will be initiated by written correspondence (email or letter) between *FE* and Nassau County.

1. Assignments within this task may consist of any of the following:
  - *FE* may offer informal advice or conduct technical research.
  - *FE* may assist in administrative issues such as FCC license renewals.
  - *FE* may interface with Nassau County management and radio systems users.
  - *FE* may generate RFP's and review proposals for communications systems.
  - *FE* may conduct meetings with potential vendors and assist Nassau County in contract negotiations.
  - *FE* may perform program planning and design reviews.
  - *FE* may perform analyses of center operations and system/technology utilization and develop improvement recommendations.
  - *FE* may conduct special presentations on select subjects.

- **FE** may provide support in areas such as operations, engineering, or administration for public safety mobile radio services.
  - **FE** may provide radio coverage analysis as directed.
  - **FE** may provide oversight of radio system vendor activities
  - **FE** may provide training support
2. Milestones and deliverables within this task may consist of any of the following:
- **FE** may conduct program review meetings or technical seminars.
  - **FE** may conduct oral presentations to Nassau County upon requested subjects.
  - **FE** may generate program plans using Microsoft Project and other software.
  - **FE** may generate brief memoranda, reports, or white papers on findings.
  - **FE** may participation at meetings to support findings or to discuss assignments.
  - **FE** may provide coverage analysis results in formats defined by Nassau County.

## **2.0 Personnel**

**FE** will select consultants with the specialties, background, and experience best suited for each assignment. **FE** will designate Mr. Terry Forehand, Senior Consultant, as the primary contact to work with the County to allocate **FE** specialists and consultants as required. Administrative support will be assigned as necessary. Additional tasking will be performed in accordance with the rates in Schedule A.

## **3.0 Schedule**

This task will begin upon execution of this statement of work and remain active for one year or until expiration of the purchase order and any amendments or extensions.

## **3.0 Estimated Costs**

Tasks will be performed on a time and materials basis in accordance with the rates in Schedule A. Travel and other direct costs, if any, will be billed in accordance with Schedule A. This SOW initially authorizes a maximum of \$4,500 which includes labor, travel, and other direct costs.

Invoices will be submitted monthly. The invoices will detail each task assignment, the personnel assigned, the number of hours charged, and details regarding travel and other direct costs.

Federal Engineering will notify Nassau County should additional funding be required. Authorized funding may be increased by a written modification to this task

duly executed by both Nassau County and **FE** or a purchase order modification.

**6.0 Assumptions and Constraints**

**FE** professionals will be directed by Nassau County according to the tasks to be performed. The scheduling of **FE** resources will be mutually agreed upon based upon the needs of Nassau County and the availability of the specific **FE** consultants.

If any documentation is required for delivery, **FE** will deliver its documents electronically via email attachments and/or CDROM in MS Office. **FE** can also deliver documentation in hard copy format should Nassau County require.

The **FE** professionals' ability to fulfill tasks depends heavily upon the directions given by Nassau County. In addition, the **FE** professionals' ability to fulfill task depends on the willingness and ability of Nassau County, equipment vendors, service providers, third parties, and others to provide information in a timely manner, and upon the accuracy of the information as supplied. The accuracy of input data, whether provided in electronic or hard copy form, and the recommendations, actions, maintenance tasks, system designs, and procurements derived therefrom cannot, therefore, be warranted by **FE** nor can the performance, suitability, or reliability of said systems be warranted by **FE**.

Work under this SOW will commence upon execution by both parties and will continue until all funds are expended. Delays due to actions or lack of actions on the part of Nassau County, equipment vendors, service providers, third parties, and others as well as bidders' protests may impact this SOW's schedule or costs and will be brought to the attention of Nassau County in a timely manner.

Submitted by **FE**:

Ronald F. Bosco  
Ronald F. Bosco President  
October 20, 2011

Authorization to begin work by  
**Nassau County**:

[Signature]  
(Signature)  
T.J. Selby, County Manager  
(Printed name and title)  
11/23/11  
(Date)

# FEDERAL ENGINEERING LONG TERM CONSULTING RATES

Effective January 1, 2011 through December 31, 2011

Director/Chief Consultant	\$ 170.00 per hour
Senior Consultant	\$ 150.00 per hour
Consultant	\$ 125.00 per hour
Senior Analyst	\$ 100.00 per hour
Analyst	\$ 75.00 per hour
Administrative / Computer Services	\$ 50.00 per hour

## TERMS AND CONDITIONS

1. Long term rates do not include state or local taxes.
2. Subcontracts, travel, meals on a per diem cost basis, and other direct non-labor charges will be invoiced at actual cost plus 20 percent to account for general and administrative costs.
3. Invoices will be rendered monthly. All invoices are due and payable 30 days from issuance. Late balances are subject to a finance charge of 1.5 percent per month (or fraction thereof).

**This document is proprietary to Federal Engineering, Inc. and shall not be disclosed to third parties without prior written permission from Federal Engineering, Inc.**

**Shanea Jones**

---

**From:** Shanea Jones  
**Sent:** Tuesday, November 15, 2011 9:52 AM  
**To:** David A. Hallman  
**Cc:** Joyce Bradley; Dawn Krass; Guy Riner  
**Subject:** Federal Engineering Contract

I received the contract back for Federal Engineering with your note about why we need this. Guy can probably explain better (if needed) but the just of it is that we are having meetings with Motorola with regards to upgrading our current communications system because it is outdated and they are discontinuing many parts, etc. Federal Engineering is acting as a consultant to review Motorola's line item proposals for accuracy, need and then negotiating the price based on comparisons. The contract states "technical support" but we are using the consulting services. Let me know what you want me to do with the contract. Thanks.

Shanea Jones  
Office of Management & Budget Director  
Nassau County Board of County Commissioners  
96135 Nassau Place, Suite 2  
Yulee, FL 32097  
(904) 491-7370

11/15/2011 10:58 AM  
11/15/2011 10:58 AM