

A Supplemental Analysis To Outsource Barrington Hills Police Communications Or Retain Services In-House

PROPOSED SCOPE OF WORK FOR PROFESSIONAL SERVICES



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Project Overview

PSAP Concepts and Solutions LLC, (PCS), a public safety communications consultancy located in the Chicago metro area, is pleased to have been invited by the Village of Barrington Hills to submit a proposal to produce a supplemental report to its feasibility study of September 2014 in order to assist the village board with evaluating the option to either outsource village police communications to the Quad Com Regional Dispatch Center located in neighboring Carpentersville or to retain village police communication services in Barrington Hills at its current location.

SCOPE OF SERVICES

The study would include a supplemental analysis and recommendations relative to the two (2) alternative options being considered in order to assist the Barrington Hills Board of Trustees in making a decision between these two options. The analysis and recommendations will include:

- Identification and discussion of the pros/cons and costs/benefits of the two alternatives;
- Identification and analysis of the costs of updating Village of Barrington Hills outdated in-house technology and replacing equipment and facilities that are at or near end-of-useful-life;
- Answer and address village board member questions/issues relative to the QuadCom option from the initial PCS study;
- Render an opinion regarding the recommended course of action and reasoning behind the recommendation .

Project Coordinators

There shall be single points of contact for both PCS and Barrington Hills.

Richard Tuma has been designated as the overall PCS Project Coordinator and Chief of Police Richard Semelsberger will be the sole point of contact on behalf of the Village of Barrington Hills.

Client Contacts

It is expected that Barrington Hills and QuadCom will both appoint a single contact that will be responsible for completion of providing data for this study, answer questions, and to supply any additional requested documents.

Timely Response

The collection of data and other documentation is extremely critical to meeting the projected timelines for the final report. PCS is aware that the Village of Barrington Hills is requesting a very quick turnaround for this report, just seventeen (17) business days from the date of the project proposal until the final printed report is completed and due. It must be duly noted given this extremely short time frame, failure of any of the participants to fully cooperate in this process may extend the production of deliverables. If adequate documentation is not provided in a timely manner it shall not be considered the fault of PCS in prolonging the delivery of reports as contemplated in the timeline schedule.

Change in Scope of Work

The PCS team has been both clients of consulting services as well as the provider of such services. PCS recognizes that often the scope of work originally agreed to does not always meet all of the expectations of the client. Reasonable minor changes will be undertaken by PCS at no additional cost. However, major changes in scope in the opinion of PCS will be considered and negotiated at additional charges at the rate of \$125.00 per staff hour in addition to \$60.00 per hour for travel time plus \$.575 per mile upon authorization of Barrington Hills.

Estimated Timelines

Due to the short time frame to complete the study, PCS agrees to commence work on the project on the same day as approval is received to proceed from the Village of Barrington Hills. PCS considers this report a top priority and will make every available effort to complete it on-time.

PCS will deliver one bound and one unbound copy of the completed study to the Village of Barrington Hills on or before the end of the business day March 27, 2015 providing that all data required for the study has been received in a timely manner.

Expenses & Deliverables

Since PCS is locally located all expenses including printing are included in the fees proposed below. If additional hard copies are required minimal additional charges for the cost of printing will apply.

Meeting Attendance

PCS acknowledges that the Barrington Hills Village Board requests that a PCS representative(s) attend the March 30, 2015 meeting to provide a brief summary presentation of the study and its recommendations and to answer any questions from the board. The cost to have a representative(s) attend the village board meeting is included in the fee proposed.

Fee Schedule

PCS offers to complete the study as specified in the "Scope of Services" above for a total fee of **\$ 7,930**. This includes all printing, staff time, travel time, and mileage expenses. PCS considers this fee to be a not to exceed number, and that any reduction in staff time or reduction in services rendered to the client will be credited to the client. PCS will negotiate in good faith to make such changes and to offer fee reductions to the client as deemed appropriate. Invoices are due 30 days from the date they are issued.