



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**



**Interoperable Communications & Emergency Management Systems/Software
Review Request Form**

(Revised October 2016)

(For use by State Agencies and All DEMHS Sub-Grantees)

Municipality/Agency/COG: _____
Address: _____
Point of Contact Name: _____
Point of Contact Phone: _____

**Original Signature Is Required.
Faxed Copies Will Not Be Accepted.**

Does the requesting agency have a written policy specifying the use of plain language in communications as outlined in the National Incident Management System (NIMS)? Yes: No: If Yes please attach a copy.

Proposed funding source supporting activity:

A. Individual Equipment Only "Single Unit Type" purchase (Requestor should attach a quote from a vendor identifying specifics of equipment purchase)

Portable Radio Qty: _____ Mobile Radio Qty: _____ Control Station Qty: _____
Single Base Transmitter Repeater: Portable Cross Band Repeater Unit:
Internet Connectivity Systems: Satellite Service/Access:
Emergency Management Information Systems: Video conferencing or downlink:

Estimated Cost of Equipment: _____

Describe how equipment will be used below. (Attach a list of the frequencies that will be programmed in and the channel template)

Frequency	Name of Licensee	FCC Call Sign	Written Authorization to Use on File (Yes/No)
			Click Here

B. Total "System" Purchases Proposal (See Information on System Purchases in attached guidance documents)

Please provide a brief synopsis of the proposed system [Attach proposed equipment technical specifications and vendor(s)]:

C. Emergency Management Systems/Software

Describe the operating platform for the system.

Describe how the system and data interfaces with existing systems (i.e. WebEOC, GEMS)

D. Sustainment Plan

Describe what ongoing costs are anticipated and how the applicant will financially sustain the equipment for the short term and long term.

Signatures required:

Chief Elected Official or Sub-Grant Financial Officer
(Sign & Date)

Point of Contact or Requestor
(Sign & Date)

DEMHS Emergency Telecommunications Manager Signature (Sign & Date)

I certify that this project is in compliance with the State of Connecticut Communications Interoperability Plan and the standards established by the State of Connecticut Interoperable Communications Committee (see attached) and recommend procurement.

The State of Connecticut Interoperable Communications Committee has denied the request and does not recommend procurement as requested for the following reason:

DEMHS Emergency Telecommunications Manager Signature (Sign & Date)

Program Manager/EPPS Signature (Sign & Date)

I certify that funding has been budgeted and is available for the stated project.

Please mail this form with original signatures to: *(Faxed copies will not be accepted)*

Department of Emergency Services & Public Protection
Attention: DEMHS Grant Unit
1111 Country Club Road, Third floor North
Middletown, CT 06457



STATE OF CONNECTICUT
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Interoperable Communications & Emergency Management Systems/Software
Review Request Form
Communications Equipment and System Approval Procedure & Technical
Standards (October 2016)

General Information

In an effort to continue to streamline the process for procurement of communications equipment and systems, and insure compliance with the State Communications Interoperability Plan (SCIP), DEMHS has established the following approval process for grant-funded communications systems and equipment requests.

There will be two levels of requests: "Single Unit" type purchases and "System" purchases.

"Single Unit" Type: These purchases include single or multiple portable radios; single or multiple mobile radios; or single or multiple control stations.

This level also applies to the purchase of base station repeaters and single or multiple portable cross band repeaters, being purchased to replace existing regional or statewide interoperable public safety communications equipment (which is equipment associated with a regional communications system identified in the SCIP).

"System": These purchases include any combination of communications equipment not limited to those outlined above as "Single Unit" type, which will be used to combine existing public safety communications systems for interoperability, or establish a new system or sites for public safety communications interoperability.

For example the purchase of any number of portable radios to operate in a regional fire dispatch system would be a "Single Unit" type purchase. The purchase of a number of portable radios, mobile radios, and adding a Base Station repeater would be a "System" purchase.

System also encompasses Emergency Management Information Systems/Software and items such as video conferencing and or downlink. In the description of the proposal and attachments include technical specifications (performance) for the proposed system and equipment, and vendor(s). The purpose of the review is to ensure the proposed system is compatible with and can seamlessly share information with other State and Federal Incident Management and GIS systems currently in use.

Process

Using the attached Interoperable Communications Request Form indicate if this is a "Single Unit" type purchase or a "System" purchase

"Single Unit" Type Purchases

To accomplish a "Single Unit" type purchase, the requestor will fill out the Interoperable Communications Request Form, providing all information required under item A "Single Unit Type" purchase.

This form along with required attachments must be forwarded to the address indicated on the bottom of the form.

“System” Purchases

To accomplish a “System” purchase, the requestor will provide a Project proposal which will include all of the following information:

- System design block diagram;
- Designation of the system as trunked, digital or analog conventional;
- Specific number of transmitter sites and planned locations;
- Specific number of base transmitter units;
- Specific number of mobile transmitter units and planned locations;
- Specific number of portable transmitter units and planned locations;
- Specific number of control stations and planned locations (if applicable);
- Method of radio control (example: leased line, microwave);
- Make and model of the proposed equipment;
- Participating agencies;
- Radio frequency coverage studies for proposed sites;
- Copy of Federal Communications Commission license or application for proposed frequencies.

Applicants must show that the proposed frequencies are correctly licensed by:

- Providing a copy of the current FCC license, or
- An MOU between the user and the holder of the valid FCC license, or
- An “Authorization to Operate” issued to the user by the holder of the valid FCC license.

The Interoperable Communications & Emergency Management Systems/Software Review Request Form along with the required proposal must be forwarded to:

Department of Emergency Services & Public Protection
Attention: DEMHS Grant Unit
1111 Country Club Road – Third Floor North
Middletown, CT 06457

Request Review Process

When the Interoperable Communications & Emergency Management Systems/Software Review Request is received by DEMHS it will be forwarded to the Communications Unit for review.

“Single Unit” type procurements which are in compliance with the Standards established by the State Interoperable Communications Committee and the SCIP Plan will be approved and returned to the SPGA Unit for funding approval and processing. Copies of all “Single Unit” type approvals will be sent to the Technical sub-committee of the State Interoperable Communications Committee, for their information by the DEMHS Emergency Telecommunications Manager.

“System” procurements will be forwarded to the Technical sub-committee of the State Interoperable Communications Committee by the DEMHS Emergency Telecommunications Manager, for their review and recommendation to the full Committee.

The State Interoperable Communications Committee will act on the recommendations of the Technical Subcommittee at its next regular meeting. The DEMHS Emergency Telecommunications Manager will process the Interoperable Communications Request Form accordingly. Approvals will be signed and sent to the SPGA Unit for funding approval and processing. Denials will be sent to the requesting agency/municipality with a carbon copy to the SPGA Unit for record keeping purposes.

Requestors must be aware that at any step in the process they may be asked to provide additional information and that a “Single Unit Type “ request may be referred to the Technical sub-committee of the

State Interoperable Communications Committee by the DEMHS Emergency Telecommunications Manager for its review.

Technical Standards

1. General

All equipment must be new and have a manufacturer's warranty for parts and labor of one year. It is recommended that requestors consider including an extended warranty of a minimum of three years.

All radio transmitters and receivers which will operate in the 150 MHz VHF Hi Band and 450-512 MHz UHF Band must be able to migrate to a bandwidth of 12.5 KHz in accordance with current FCC rules regarding Narrow Banding.

2. Portable Radios

Portable radios must have a minimum capacity of 32 channels, with lighted (alpha-numeric 7 digit) channel display. *

All radios shall be equipped with the STOCS Channels and Continuous Tone-Coded Squelch System (CTCSS) Tone (as per the current STOCS Guidance Document found here: http://www.ct.gov/demhs/lib/demhs/communications/stocs2_25_2008.pdf) appropriate for the frequency band. Digital encryption is not authorized.

All Radios operating on the 800/700 MHz band will also be equipped with the (800 MHz) ICALL/ITAC Channels. Digital encryption is not authorized.

All radios operating on the 800/700 MHz band to be used by law enforcement agencies will also be equipped with the 800 MHz Connecticut State Police Emergency Radio Network (CSPERN) channel. Digital Encryption is not authorized.

3. Mobile Radios

Mobile radios must have a minimum capacity of 32 channels, with lighted (alpha-numeric 7 digit) channel display.*

Requestors have the option to equip mobile radios with the STOCS Channels and CTCSS Tone appropriate for the frequency band. If this option is exercised the radio purchased must have the ability to limit the power output on STOCS Channels to no more than 5 watts. Digital encryption is not authorized.

All radios operating on the 800/700 MHz band will also be equipped with the (800 MHz) ICALL/ ITAC Channels. Digital encryption is not authorized.

All radios operating on the 800/700 MHz band to be used by law enforcement agencies will also be equipped with the 800 MHz CSPERN Chanel. Digital encryption is not authorized.

DEMHS VHF regional channels will not be installed in more than 1 base station and 2 mobile units or as per the current DEMHS High Band Radio Directive (found here: http://www.ct.gov/demhs/lib/demhs/grants/2009/newsite/high_band_radio_directive_rev_2009_aug_20.doc).

* Based on the frequency bandwidth and the intended application the number of channels and programming will vary. Contact John G. Gustafson – DEMHS Emergency Telecommunications Manager at John.G.Gustafson@ct.gov, or (860) 256-0853.

Current DAS State Contract #14PSX0073 - Two way radio equipment, valid through 8/2/18, can be found at http://www.biznet.ct.gov/SCP_Search/ContractResults.aspx