

PVET JAG Grant Program

Instructions for Purchasing PSDN Equipment

Towns/Local police departments may use the PVET JAG funds to purchase and install specific types of routers and switches to enable the transmission of data to the statewide Criminal Justice Information System (CJIS) through the Connecticut Public Safety Data Network (PSDN).

Towns/Local police departments **have two procurement options: (1) purchasing the routers and switches via a competitively -bid contract posted on the State Contracting Portal or (2) implement your own procurement process using the towns existing purchasing procedures.**

State Contracting Portal Option

In an effort to expedite the procurement process for local governments, **the State Bureau of Enterprise Systems and Technology (BEST)** in collaboration with the **Connecticut Police Chiefs Association (CPCA)** procured a vendor, **ePlus**, to supply and install the PSDN equipment. For questions regarding this option, please contact:

Chief of Police Richard C. Mulhall, Town of Newington: (860) 666-8445

If your town plans to use PVET JAG funds to purchase PSDN switch or router via the "state contracted vendor (ePlus)", then you must use the following purchase and installation procedure.

Order and Installation

- 1.) Please review the **attached** list of quotes from the CJIS vendor **ePlus**;

The town should place purchase order with ePlus using the following vendor contact information:

Steve Low

SAE, Public Sector Sales New England

ePlus Technology, Inc

781.615.1314 (Office)

781.615.1401 (Fax)

781.727.2281 (Cell)

slow@eplus.com

www.eplus.com

- 2.) Upon receiving this instruction package and the attached price quotes from ePlus through CPCA, the town will then procure a purchase order and send to ePlus;
- 3.) ePlus will process the order and the device will be sent directly to the town;
- 4.) Upon receipt of the device, the town will contact Jeanine Allin at CJIS – (860)-622-2169 who will coordinate with BEST for installation;
- 5.) The town should pay vendor, ePlus, for the equipment using local funds and, then, apply for grant reimbursement by following the steps below.

Grant Reimbursement

- 6.) Reimbursement from OPM will be received in two increments;
 - a. A 50% payment will be processed at the inception of the grant
 - b. A second payment for the remainder of actual expenditures will be processed at the close out of the grant
- 7.) The town should maintain records of all purchase orders and invoices: copies should be uploaded into the PVET portal within the grant period;
- 8.) At the end of the grant period, OPM will review reports, invoices, receipts, bills and other documents;
- 9.) Once all documents are in place, OPM will close the grant and release the second grant payment.