

Procurement Checklist

Requests must be submitted **30 days prior** to the Procurement Committee meeting. The Committee normally meets on the first Thursday of each month before the Commission meeting. Click here to confirm meeting dates.

All requests i	must include:
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- ☐ Procurement Request Form
 - Project Title
 - Contact Information
 - Project Summary
 - Acquisition Details
 - Name, Signature & Date
- ☐ Analysis Questions
- Official Certified Minutes
 - If the official certified minutes are not available when the package is submitted, you may include the unofficial minutes to start the process.
 - No request can be fully approved until the official certified minutes are received in the WCC office.
- ☐ Acquisition Quote(s)
 - All quotes are to be submitted.
 - Quotes are verified by WCC staff. Please ensure that your vendor has complied with the EPL or Motorola RFP 3429 prices. Any discrepancies could delay the procurement approval.

Approval Thresholds:

- Procurement Committee (\$100,001 \$250,000)
- Wireless Communication Committee (over \$250,000)

WCC Action:	 Date:



MS Wireless Communication Commission

Wireless Communications Request % Karana Carroll 412 East Woodrow Wilson Ave, Mail Stop 6601 Jackson, Mississippi 39216

Phone: 601-359-5333; Fax: 601-359-5362

kcarroll@wcc.ms.gov

Procurement Request

Project Title:					
Contact Information					
Governing Authority:			Contact Person:		
			Phone:		
Address:			Fax:		
Department:			Email Address:		
Project Summary					
Project Type: New System	Upgrad	e/Enhancement	to Existing System	System Expansion	Maintenance
Narrative Description of Current	System and	Proposed Proje	act including a time l	ine for implementation (Attach ad	ditional sheets if needed)
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Discuss Funding (Total project by	idget: source	of funds, i.e., Ho	omeland Security, loca	al revenue, grants, other state or fed	eral funding)
Acquisition Details (Attach ad	lditional she	ets as needed)			
Items Requested:					
Item	Quantity	Description		Manufacturer	Purchase Cost
					\$
					\$
					\$
					\$
					\$
TOTAL					8
Acquisition Method: Competitiv	e bid by req	uesting entity:	2-Way Radi	io EPL: Quotes:	IΨ
Existing Contract by requesting		MSWIN Motoro		_	
If "other," specify method:	•				
Critical Factor(s): What is drivin	g this acquis	sition at this tim	e?		
Name (Presiding Officer) / Title				Signature	Date

Please Attach:

- Official Board Order or Certified Copy of Minutes authorizing this project
- For radio acquisitions, answers to General Analysis Questions: Government Radio Acquisitions
- All Vendor price quotes

Revised: 06/22/2018

MS Wireless Communication Commission 412 F Woodrow Wilson Avenue Mail Stop 66-01



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MSWIN Analysis Questions: Government Radio Acquisitions

(Note: Requestor should coordinate with ITA, the WCC, and/or the incumbent vendor, as required, to thoroughly and accurately answer each of the questions listed.)

1.	What is needed/being requested?
2.	What is the impact of the local project on the MSWINS project?
3.	What is the potential impact of the state MSWINS project on the local project(s)?
4.	How can shared facilities (equipment and infrastructure) be leveraged to benefit one or both projects?
5.	How does the proposed technology mesh with the state's technical implementation?
6.	Describe where the differing technologies fit on the technology roadmap. Is there a defined migration path from the older to the more recent technology solution?
7.	Are the equipment purchase prices consistent with or better than the state contract prices and discounts?
8.	What level of interoperability with the state and other local systems will this implementation achieve?