

Contractor will assist BayRICs regional partner agencies in the development of work groups, policies and procedures related to the operation of regional public safety interoperability systems.

### TAC Interoperability Task Matrix

P25 VOICE (BAYRICS)	MICROWAVE (BAYLOOP)
<b>PHASE 1 (Jan. – July 2014)</b>	
<b>Establish Operations work group</b> <ul style="list-style-type: none"> <li>• Identify key participants (technical, operations, policy, etc.)</li> <li>• Meeting schedule</li> <li>• Purpose, goals and timeline</li> <li>• Facilitate initial meetings of the Work Group</li> </ul>	<b>Establish Network Work group</b> <ul style="list-style-type: none"> <li>• Identify key participants (radio technical, IT technical, operations, policy, etc)</li> <li>• Meeting schedule</li> <li>• Purpose, goals and timeline</li> <li>• Facilitate initial meetings of the Work Group</li> <li>• Maintain list of regional applications</li> </ul>
<b>Manage Fleetmap</b> <ul style="list-style-type: none"> <li>• Establish and maintain repository for fleetmap (i.e. SharePoint server, Dropbox, etc.)</li> <li>• Provide support process for agencies for system wide fleetmapping questions</li> </ul>	
<b>PHASE 2 (July- Dec. 2014)</b>	
<b>Develop Inter-System Use Agreements</b>	<b>Develop System Use Agreement</b>
<b>1. Usage Guidelines:</b> <ul style="list-style-type: none"> <li>• who can use</li> <li>• when can use</li> <li>• how to use</li> <li>• Controls</li> <li>• Roles and responsibilities</li> </ul>	<b>Usage Guidelines:</b> <ul style="list-style-type: none"> <li>• who can use</li> <li>• when can use</li> <li>• how to use</li> <li>• Controls</li> <li>• Roles and responsibilities</li> </ul>
<b>2. Develop procedure for System Key distribution</b> <ul style="list-style-type: none"> <li>• Determine Manufacturers and Models of radios allowed on the various systems</li> <li>• Determine Talkgroups and Radio IDs allowable for interop programming</li> <li>• Determine expiration dates for system keys (if applicable for manufacturer)</li> <li>• Work with BayRICS agencies to develop template MOUs with partner agencies on allowable use of system for interop, roaming, fees (if any), etc.</li> </ul>	<b>Develop Applications Guidelines and Approval Procedure</b> <ul style="list-style-type: none"> <li>• Identify existing guidelines (ex. ECOMM)</li> <li>• Solicit feedback from working group on additional needs and approvals</li> <li>• Develop approval process for stakeholders</li> </ul>

<ul style="list-style-type: none"> <li>Develop method of ID activation (i.e. points of contact, timeframe for activation, etc.)</li> </ul>	
<b>3. Develop and Implement FleetMap Dispatch Center/End User Education and Training Opportunities</b>	<b>Develop System Use and Sustainability Strategy</b> <ul style="list-style-type: none"> <li>Identify existing guidelines (ex. ECOMM)</li> <li>Solicit feedback from working group on additional needs and approvals</li> <li>Develop approval process for stakeholders</li> </ul>
<b>Included ongoing tasks for phases above</b>	
<b>Attend monthly BayRICS (TAC) meetings to report on progress and review key deliverables (All Phases as necessary)</b>	<b>Attend monthly BayRICS (TAC) meetings to report on progress and review key deliverables (All Phases as necessary)</b>
<b>Attend/Facilitate Work Group meetings</b>	<b>Attend/Facilitate Work Group meetings</b>

The methods and techniques used to provide services to the County are within the Contractor's discretion, but subject to County Information Services Department's technology policies, guidelines, and requirements. The amount of time, specific hours, and location of the performance of Contractor's services is also left to the Contractor's discretion provided that Contractor coordinates with County departments as needed.