

# 110094

DATE: November 20, 2024

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne  
Chief Information Officer  
Department of Information and Technology

SUBJECT: Request authority for the County of Westchester to amend an agreement (IT-1780) with The Spectrum Firm, Inc., for the provision of FCC radio frequency licensing services for multiple transmitter locations in UHF and VHF bands, for a term of four years commencing upon execution, for a not to exceed amount of \$20,000.00 in order to increase the not-to-exceed amount by \$50,000.00, pursuant to an approved budget.

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On June 1, 2023, your Honorable Board for the County of Westchester (the “County”), acting by and through its Department of Information Technology (“Department” or “DoIT”) authorized an agreement - IT-1780 (the “Agreement”) with The Spectrum Firm, Inc. (“TSF”), pursuant to which TSF was to provide Federal Communications Commission (“FCC”) radio frequency licensing services for multiple transmitter locations in the Ultra-High Frequency (“UHF”) and Very-High-Frequency (“VHF”) bands, for a term of four (4) years, commencing upon execution of the Agreement by both parties, for a total amount not to exceed \$20,000.00, payable at the rate of \$180.00 per hour (\$250.00 for in depth regulatory consultation services).

DoIT desires to expand the County’s existing UHF T-Band trunked radio system and the UHF paging system and would need to apply for more FCC fixed transmitter location licenses for its trunk system over the course of the next years in order to continue its efforts to build an effective radio communication system for use by the various Departments of Emergency Services, Public Safety and Public Works and Transportation.

Accordingly, authority is hereby requested from your Honorable Board to authorize the County to amend the Agreement to increase the not-to-exceed amount under the Agreement by \$50,000.00, from a not-to-exceed amount of \$20,000.00, to a total not-to-exceed amount of \$70,000.00, pursuant to an approved budget, in order to compensate TSF for additional services to be provided commencing on January 1, 2025, as set forth in the Agreement.

Except as otherwise specifically amended hereby, all other terms and conditions of the Agreement will remain in full force and effect.

The proposed Agreement, as amended, will serve a public purpose as the specialized knowledge and expertise of TSF will ensure the County's proper handling of various FCC licensing tasks in order to efficiently expand and improve the County's existing UHF T-Band trunked radio system and the UHF paging system, thus promoting the safety and general welfare of County residents in the event of an emergency through efficient emergency communications.

I respectfully recommend the adoption of the attached resolution.

MB/cmc

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/12/2024 - RAYMOND SCULKY, SECRETARY

**RESOLUTION**

Upon a communication from the Chief Information Officer, be it hereby:

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to amend agreement IT – 1780 (the “Agreement”) with The Spectrum Firm, Inc. (“TSF”), for Federal Communications Commission (“FCC”) radio frequency licensing services for multiple transmitter locations in the Ultra-High Frequency (“UHF”) and Very-High-Frequency (“VHF”) bands, for a term of four (4) years, commencing upon execution of the Agreement by both parties, for a total amount not to exceed \$20,000.00, payable at a rate of \$180.00 per hour (\$250.00 for in depth regulatory consultation services), in order to increase the not-to-exceed amount under the Agreement by \$50,000.00, from a not-to-exceed amount of \$20,000.00 to a total not-to-exceed amount of \$70,000.00, for the provision of additional services commencing on January 1, 2025; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

**RESOLVED**, that this Agreement, as amended, is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement, as amended is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to TSF, then TSF shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

Agreement No. IT-1780  
Account to be  
Charged/Credited

Original Agreement	\$20,000
<b>This amendment</b>	<b>\$50,000</b>
Total	\$70,000

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2025	101	16	2500	4420		\$16,666.67
2026	101	16	2500	4420		\$16,666.67
2027	101	16	2500	4420		\$16,666.66

Budget Funding Year(s): 2025-2027 Start Date: 06/16/2023 End Date: 06/16/2027

Funding Source	Tax Dollars: <u>\$50,000.00</u>
	State Aid: _____
<b><u>\$50,000.00</u></b>	Federal Aid: _____
(must match resolution)	Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/12/2024 - RAYMOND SCULKY, SECRETARY