

**Document Suite Overview:
Request for Proposal (RFP) Best
Practices for Land Mobile Radio (LMR)
Subscriber Units Procurement Toolkit**

**Joint SAFECOM and National Council of Statewide
Interoperability Coordinators (NCSWIC)
Technology Policy Committee**

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Introduction

The Request for Proposal (RFP) Best Practices for Land Mobile Radio (LMR) Subscriber Units Procurement Toolkit ("RFP Toolkit") is a document suite published by the Joint SAFECOM and NCSWIC Technology Policy Committee, intended to be a resource for the public safety emergency communications community. The RFP Toolkit introduces federal, state, local, tribal, territorial, and regional public safety agencies and entities to the RFP and Request for Information (RFI) processes for procuring LMR subscriber units (radio units), while providing foundational information about certain aspects of the RFP/RFI process.

History

In 2017, the Joint SAFECOM-NCSWIC Technology Policy Committee determined that the public safety community was in need of guidance materials to help new, developing, or existing agencies and entities plan, prepare, and administer the RFP and RFI components of the procurement process. After some discussion and revision, the Committee developed the four documents now included in the RFP Toolkit. These documents represent the major points of clarification that the public safety community requested from the Committee.

In 2018, the first document — *RFP Best Practices for LMR Subscriber Units Procurement* — was published to the SAFECOM website. Soon following, the *RFI and RFP Roles and Responsibilities for LMR Subscriber Units Procurement* document was published. The final two documents — *RFP and RFI Development Timeline for LMR Subscriber Units Procurement* and the *RFP and RFI Sample Language and Resources for LMR Subscriber Units Procurement* — were approved in December 2018 and published, along with updated versions of the first two documents, in February 2019 for public use.

Public Safety Use

The RFP Toolkit is not intended to address every factor associated with LMR subscriber unit procurement, nor is it intended to solve all problems. The document suite is merely intended to serve as an introductory or guidance resource for public safety and emergency communications personnel, and is presented in a manner that provides flexibility to support the agency or entity seeking RFP or RFI guidance. Agencies and entities at all levels of government should always consult governing procurement policy, officers, or legal counsel when approaching RFP and RFI development.

RFP Toolkit Document Suite

The four documents in the RFP Toolkit include the following:

RFP Best Practices for LMR Subscriber Units Toolkit

RFP Best Practices for LMR Subscriber Units Procurement ("Do's and Don'ts")

Describes subscriber units RFP best practices, including lists of "Do's" and "Don'ts"

RFP and RFI Development Timeline for LMR Subscriber Units Procurement

Outlines the timeline and significant steps in the process of developing an RFP or RFI

RFP and RFI Roles and Responsibilities for LMR Subscriber Units

Describes the various roles within RFP and RFI development, along with associated responsibilities

RFP and RFI Sample Language and Resources for LMR Subscriber Units

Provides sample content structure and language, along with a list of general user resources, for developing subscriber unit RFPs and RFIs

Do's and Don'ts

This short document outlines several user-identified best practices for subscriber unit RFP development. While the best practices are not comprehensive, this document provides a sufficient starting point to help users make informed decisions throughout the RFP planning and development process. View the document at www.dhs.gov/publication/lmr-and-broadband-evolution.

Development Timeline

This document maps the general timeline of events, activities, decision points, and steps that influence RFP and RFI preparation, release, and evaluation. The timeline as presented is intended to be flexible across agency/entity size, scope, and jurisdiction. The timeline can guide users through the RFP and RFI process, looking at the multiple dimensions impacting RFPs and RFIs (e.g., funding, technical requirements, and administration). View the document at www.dhs.gov/publication/lmr-and-broadband-evolution.

Roles and Responsibilities

Every RFP requires input or management from multiple parties, such as the procurement officer(s), technical subject matter experts, and the project overseer (i.e., administrator or manager). This document summarizes the major roles and associated responsibilities involved in the RFP development process. Users may find this document helpful in understanding or delineating tasks or decision points. View the document at www.dhs.gov/publication/lmr-and-broadband-evolution.

Sample Language and Resources

Agencies and entities can use this document as a starting-point reference for what language within an RFP or RFI may look like. This document also includes publicly available resources and references that users can research for further guidance about the RFP and RFI processes. View the document at www.dhs.gov/publication/lmr-and-broadband-evolution.

About SAFECOM and NCSWIC

SAFECOM

SAFECOM was formed in 2001 after the terrorist attacks of September 11, 2001, as part of the Presidential E-Government Initiative to improve public safety interoperability, allowing emergency responders to communicate effectively before, during, and after emergencies and disasters. SAFECOM's mission is to improve designated emergency response providers' inter-jurisdictional and inter-disciplinary emergency communications interoperability through collaboration with emergency responders across federal, state, local, tribal, and territorial governments, and international borders.

NCSWIC

The National Council of Statewide Interoperability Coordinators (NCSWIC) was established in July 2010 by the Department of Homeland Security's (DHS) Office of Emergency Communications (OEC) — now the Emergency Communications Division (ECD) of the Cybersecurity and Infrastructure Security Agency (CISA). NCSWIC supports Statewide Interoperability Coordinators (SWICs) from the 56 states and territories by developing products and services to assist them with leveraging their relationships, professional knowledge, and experience with public safety partners involved in interoperable communications at all levels of government.