

AVN RFP 24-0006 Public Address System Replacement



City of Phoenix

ADMINISTRATIVE REGULATION	A.R. NUMBER 1.73 Revised
	FUNCTION General Page 1 of 3
SUBJECT CONTROL OF COMMUNICATIONS SERVICES AND SYSTEMS	EFFECTIVE DATE May 16, 2008
	REVIEWED DATE

PURPOSE

The purpose of this Administrative Regulation (AR) is to establish:

- Responsibility for the city of Phoenix enterprise and independent communications and network infrastructure.
- Authority for the acquisition of communications, cabling, and network infrastructure and associated services.
- Reference to Information Technology Standards and Procedures for requesting, reviewing, and approving communications and network infrastructure and associated services.

Any questions about this AR should be directed to Information Technology Services (ITS).

SUMMARY OF CHANGES

This AR was last revised on January 23, 1985. Significant changes include:

- This revision acknowledges the transfer of responsibility for telecommunications services and systems from the Public Works Department to ITS.
- This revision expands on the responsibility and authority of acquiring and managing communications services and systems.
- Sections regarding operating procedures and employee behavior, as it relates to long-distance telephone calls, third-party billing, toll-free calls, directory assistance, telephone courtesy, and personal calls, have been deleted. Information regarding operating procedures can be found in [IT Standards](#). Guidelines pertaining to employee behavior can be found in the [City of Phoenix Human Resources Policies](#).

OVERVIEW

Communications, cabling, and network infrastructure services are a critical component of successful operations in all city departments. A strategic, well-planned, well-managed infrastructure incorporating integrity, security, reliability, and cost-effectiveness is beneficial to our customers. This policy enables the city to successfully meet its business needs, the need for standards, as well as for interoperability.

Establishing responsibility and authority ensures that new communications, cabling, and network infrastructure and associated services are successfully planned, designed, budgeted, acquired, and integrated into the existing infrastructure. It also ensures that all aspects of installation, operation, and maintenance are compatible with a standards-based and integrated communications and network infrastructure.

ITS is the city's centralized agency responsible for the acquisition, operation, and maintenance of communications, cabling and network equipment, circuits, connectivity, and related services. ITS will work with departments to design, plan, engineer, procure, install, program, and manage enterprise communications and network infrastructure and associated services. At a minimum, ITS will consult with departments on independent systems that utilize communications infrastructure.

SCOPE

The enterprise communications and network infrastructure enables city employees and systems to exchange information with the public and external partners or systems. Information can be analog or digital voice, data, or video. Wired systems include copper or fiber optic cabling, and wireless systems include those requiring licensed or unlicensed radio frequency spectrum.

Enterprise communications and network infrastructure include city-owned or leased wired and wireless communications and network equipment; systems and services comprising the wide area network, and its switch and router interfaces with local area networks; the city's telephone systems, the city's cabling systems, the Phoenix Regional Wireless Network (PRWN), the city's Microwave System, and the city's connectivity to the Internet and the Public Switched Telephone Network.

Examples of independent wireless systems include, but are not limited to, the city's VHF/UHF radio systems, the city's Supervisory Control and Data Acquisition (SCADA) systems, mobile data terminal systems, automatic vehicle locator systems, and other radio communications systems typically dedicated to single department's use.

Cellular equipment, cellular services, and commercial mobile radio services are not within the scope of this AR, but are covered by AR 1.64 – City Policy on Cellular Equipment and Service.

RESPONSIBILITY AND AUTHORITY

- A. ITS is responsible for city communications, cabling, and network infrastructure and associated services.

The Police and Fire Departments are responsible, respectively, for emergency Public Safety Answering Points (PSAP) and 9-1-1 systems, including dispatch operations.

ITS must be consulted regarding any other communications or network infrastructure need, project, or problem, including independent networks not excepted above.

All network and cabling work in support of capital projects for new buildings, renovations, expansions, etc. must be coordinated with ITS and conform to existing [IT Standards](#).

- B. Departments and functions requiring communications, cabling, and network equipment and services must first contact ITS to discuss their requirements. ITS will work with the department or function to review the requirements and ensure the needed equipment and/or services are appropriate and consistent with city IT Standards. Vendors and contractors who attempt to establish agreements directly with, or sell communications, cabling, and network infrastructure and associated services directly to departments should be directed to ITS.
- C. ITS will assist departments with procurement. This assistance may include, but is not limited to:
- Make general and specific recommendations.
 - Provide consulting and engineering services.
 - Review detailed design and final construction plans for Capital Improvement Projects to ensure adequate planning for communications, cabling, and network connectivity.
 - Utilize existing city and state contracts for procurement.
 - Facilitate the writing of invitations for bid, requests for proposals, and scopes of work.
 - Evaluate proposals and facilitate procurement.
- D. All Federal Communications Commission Frequency Licensing must be coordinated by ITS. Departments that need frequencies to operate licensed wireless systems must coordinate these requirements with ITS.

PROCEDURES FOR REQUESTS, REVIEW, APPROVAL, AND ANNUAL REVIEW OF COMMUNICATIONS, TELECOMMUNICATIONS, NETWORK AND WIRELESS RADIO SERVICES

All departments must follow standards, policies, and procedures related to communications, telecommunications, network, and wireless radio equipment and services found in [IT Standards, Policies and Procedures](#).

EXCEPTION PROCESS

Departments are to consult with ITS on all communications and network infrastructure needs. If after consultation the department determines that it requires special, extraordinary, or non-standard communications, network infrastructure, or related services, the department or function head must submit a memo to the Chief Information Officer (CIO). The memo must detail their requirements and request that the CIO waive the directives of this AR and any associated city IT Standard, as applicable.

ED ZUERCHER, City Manager

By Toni Maccarone
Toni Maccarone
Executive Assistant to the City Manager