

INTERLOCAL AGREEMENT FOR 9-1-1 PUBLIC SAFETY ANSWERING POINT SERVICES

Article 1: Parties & Purpose

- 1.1 The **City of Laredo (RPC)** is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Texas Local Government Code, Chapter 391. The RPC has developed a Strategic Plan to establish and operate 9-1-1 service (Strategic Plan) in State Planning Region 19 (Region), and the Commission on State Emergency Communications (Commission) has approved its current Strategic Plan.
- 1.2 **City of Laredo (Local Government)** is a local government that operates Public Safety Answering Points (PSAP) that assist in implementing the Strategic Plan as approved by the Commission.
- 1.3 The Commission, as authorized by Health and Safety Code, Chapter 771, is the oversight and funding authority for regional planning commissions implementing 9-1-1 service.
- 1.4 The Contract for 9-1-1 Services between the Commission and the RPC requires the RPC to execute interlocal agreements with local governments relating to the planning, development, operation, and provision of 9-1-1 service, the use of wireline and wireless 9-1-1 fees and equalization surcharge appropriated to the Commission and granted to the RPC (9-1-1 Funds) and adherence to Applicable Law.

Article 2: Applicable Law

- 2.1 Applicable law includes but is not limited to federal law and regulations pertaining to the provisioning of 9-1-1 service; Texas Health and Safety Code Chapter 771; Commission Rules (Title 1, Part 12, Texas Administrative Code) and Program Policy Statements; the biennial state General Appropriations Act; Texas Government Code Chapters 783 (Uniform Grant and Contract Management), including the Texas Grant Management Standards (TxGMS) promulgated thereunder, 791 (Interlocal Cooperation Act), 2054 (Information Resources), and 2260 (Resolution of Certain Contract Claims Against the State); and Texas Local Government Code Chapters 391 (Regional Planning Commissions) and 441, Subchapter J (Preservation and Management of Local Government Records).
- 2.2 Any new or amended policy or procedure, other than an adopted rule, shall be enforceable against the Local Government 30 days following the date of its adoption unless the RPC finds and declares that an emergency exists which requires that such policy or procedure be enforceable immediately. The RPC shall provide the Local Government written notice of all new or amended policies, procedures or interpretations of Commission rules within a reasonable time after adoption, and in any event at least 10

days prior to the time such policies or procedures are enforceable against the Local Government.

Article 3: Deliverables

3.1 The Local Government agrees to:

3.1.1 Operate and maintain the Laredo Backup Training Center PSAP(s) located at 912 Matamoros St. 1st Floor Laredo, TX 78040;

3.1.2 Provide 9-1-1 public safety answering service 24 hours per day, seven days per week; and

3.1.3 Cooperate with the RPC in providing and maintaining suitable PSAP space meeting all technical requirements.

3.2 Ownership, Transference & Disposition of Equipment

3.2.1. The RPC and the Local Government shall comply with Applicable Law, regarding the ownership, transfer of ownership, and/or control of equipment acquired with 9-1-1 Funds in connection with the provision of 9-1-1 service (9-1-1 equipment).

3.2.2 The RPC shall establish ownership of all 9-1-1 equipment located within the Local Government's jurisdiction. The RPC may maintain ownership, or it may agree to transfer ownership to the Local Government according to established policy.

3.2.3 The Local Government shall ensure that sufficient controls and security exist by which to protect and safeguard the 9-1-1 equipment against loss, damage or theft.

3.2.4 Ownership and transfer-of-ownership documents shall be prepared by the RPC and signed by both parties upon establishing ownership or transference of ownership of any such 9-1-1 equipment in accordance with TxGMS and the Texas Comptroller of Public Accounts. Sample forms are provided as Attachments A and B to this Agreement.

3.2.5 Replacement insurance on 9-1-1 equipment shall be purchased and maintained by RPC and proof of insurance shall be provided upon request.

3.2.6 The RPC and/or the Commission shall be reimbursed by the Local Government for any damage to 9-1-1 equipment other than ordinary wear and tear.

3.3 Inventory

3.3.1 The RPC shall maintain a current inventory of all 9-1-1 equipment consistent with Applicable Law;

3.3.2 All 9-1-1 equipment shall be tagged with identification labels.

3.3.3 Any lost or stolen 9-1-1 equipment shall be reported by the Local Government to the RPC as soon as possible.

3.4 Security

3.4.1 The Local Government shall limit access to all 9-1-1 equipment and related data only to authorized personnel.

3.4.2 Any suspicious or unusual activity, which may indicate an attempt to breach the integrity of 9-1-1 equipment or systems, shall be reported immediately by Local Government to RPC staff. Any actual, attempted, or suspected misuse of 9 1-1 equipment shall be reported immediately by Local Government to RPC staff.

3.5 Training

3.5.1 The Local Government shall notify the RPC of any new 9-1-1 call takers and schedule for applicable training as soon as possible.

3.6 Cybersecurity Training

3.6.1 Local Government Computer System: RPC and Local Government represents and warrants its compliance with Texas Government Code Section 2054.5191 relating to the cybersecurity training program for local government employees who have access to a local government computer system or database. The Local Government shall verify and report on the completion of a cybersecurity training program certified under Texas Government Code 2054.519 by employees of the Local Government, and require periodic audits to ensure compliance with this section.

3.6.2 State Computer System or Database: If RPC or the Local Government personnel have access to any state computer system or database, including a Commission computer system or database, such personnel must annually complete cybersecurity training certified under Texas Government Code Section 2054.519 and verify completion of the training program to the Commission pursuant to and in accordance with Texas Government Code Section 2054.5192.

3.7 Operations

The Local Government shall:

3.7.1 Designate a PSAP supervisor and provide related contact information to the RPC;

- 3.7.2 Monitor and test the 9-1-1 equipment and report any failures or maintenance issues immediately to the appropriate maintenance vendor and/or the RPC;
- 3.7.3 Coordinate with the RPC and local elected officials in the planning for and implementation and operation of all 9-1-1 equipment;
- 3.7.4 Allow 24-hour access to the 9-1-1 equipment for repair and maintenance service, as required;
- 3.7.5 Assist the RPC in conducting inspections of all 9-1-1 equipment at the PSAP as identified by the RPC for quality assurance;
- 3.7.6 Test all Telecommunications Devices for the Deaf (TDD) for proper operation;
- 3.7.7 Log all TDD 9-1-1 calls and equipment testing as required by the Americans with Disabilities Act of 1990;
- 3.7.8 Log all trouble reports and make copies available to the RPC as required by the RPC;
- 3.7.9 Make no changes to 9-1-1 equipment, software or programs without prior written consent from the RPC.

Article 4: Performance Monitoring

- 4.1 The RPC and the Commission reserve the right to perform on-site monitoring of the PSAP(s) for compliance with Applicable Law and performance of the deliverables specified in this Agreement. The Local Government agrees to fully cooperate with all monitoring requests from the RPC and/or the Commission for such purposes.

Article 5: Procurement

- 5.1 The RPC and the Local Government agree to use competitive procurement practices and procedures required by Applicable Law and RPC procurement policies in connection with any procurement to be funded with 9-1-1 Funds.
- 5.2 The RPC shall purchase or reimburse Local Government for supplies necessary for performance of the deliverables per this Agreement.
- 5.3 The RPC and Local Government shall require any company that submits a bid or proposal with respect to a contract for goods or services to certify that the company, and, if applicable, any of its holding companies or subsidiaries, is not:

- a. Listed in Section 889 of the 2019 National Defense Authorization Act (NDAA); or
- b. Listed in Section 1260H of the 2021 NDAA; or
- c. Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4; or
- d. Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4.

Article 6: Financial

- 6.1 As authorized by Applicable Law, the provisioning of 9-1-1 service throughout the Region is funded by Commission grants of appropriated 9-1-1 Funds.
- 6.2 The RPC will provide 9-1-1 Funds to the Local Government on a cost reimbursement basis using a monitoring process that provides assurance that the reimbursement requests from the Local Government are complete, accurate, and appropriate.
- 6.3 The RPC may withhold, decrease, or seek reimbursement of 9-1-1 Funds in the event that those 9-1-1 Funds were used in noncompliance with Applicable Law.
- 6.4 The Local Government shall reimburse the RPC and/or the Commission, as applicable, any 9-1-1 Funds used in noncompliance with Applicable Law.
- 6.5 Such reimbursement of 9-1-1 Funds to the RPC and/or the Commission, as applicable, shall be made by the Local Government within 60 days after demand by the RPC, unless an alternative repayment plan is approved by the RPC and then submitted to the Commission for approval.
- 6.6 The Local Government commits to providing 9-1-1 services as a condition to receiving 9-1-1 Funds as prescribed by the RPC's Strategic Plan and any amendments thereto.

Article 7: Records

- 7.1 The Local Government will maintain adequate fiscal records and supporting documentation of all 9-1-1 Funds reimbursed to the Local Government for 9-1-1 service consistent with Applicable Law and generally accepted accounting principles and as approved in the RPC's current approved Strategic Plan;
- 7.2 The RPC or its duly authorized representative shall have access to and the right to examine and audit all books, accounts, records, files, and/or other papers or property pertaining to the 9-1-1 service belonging to or in use by the Local Government, the PSAP, or by any other entity that has performed or will perform services related to this Agreement.

- 7.3 The Commission and State Auditor's Office shall have the same access and examination rights as the RPC.

Article 8: Assignment

- 8.1 The Local Government may not assign its rights or subcontract its duties under this Agreement. An attempted assignment or subcontract in violation of this paragraph is void.

Article 9: Nondiscrimination and Equal Opportunity

- 9.1 The RPC and the Local Government shall not exclude anyone from participating under this Agreement, deny anyone benefits under this Agreement, or otherwise unlawfully discriminate against anyone in carrying out this Agreement because of race, color, religion, sex, age, disability, handicap, or national origin.

Article 10: Dispute Resolution

- 10.1 Disputes include, but are not limited to, disagreement between the parties about the meaning or application of the Strategic Plan, the Applicable Law or policy, or this Agreement.
- 10.2 The parties desire to resolve disputes without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the dispute between them. To this end, the parties agree not to sue one another, except to enforce compliance with this Article 10, until they have exhausted the procedures set out in this Article 10.
- 10.3 At the written request of either party, each party shall appoint one non-lawyer representative to negotiate informally and in good faith to resolve any dispute arising between the parties. The representatives appointed shall determine the location, format, frequency, and duration of the negotiations.
- 10.4 If the representatives cannot resolve the dispute within 30 calendar days after the first negotiation meeting, the parties agree to submit the dispute to a mutually designated legal mediator. Each party shall pay one-half the total fee and expenses for conducting the mediation.
- 10.5 The parties agree to continue performing their duties under this Agreement, which are unaffected by the dispute, during the negotiation and mediation process.
- 10.6 If mediation does not resolve the parties' dispute, the parties may pursue their legal and equitable remedies.

Article 11: Suspension for Unavailability of Funds

- 11.1 In the event that (i) the RPC's approved budget and/or appropriations to the Commission from the Texas Legislature do not permit or otherwise appropriate funds for reimbursement to Local Government provided for in this Agreement, and (ii) such lack of permission or non-appropriation shall not have resulted from any act or failure to act on the part of the RPC, and (iii) the RPC has exhausted all funds legally available for reimbursement to Local Government, and no other legal procedure shall exist whereby payment hereunder can be made to Local Government; and (iv) RPC has negotiated in good faith with Local Government to develop an alternative payment schedule or new agreement that will accommodate RPC's approved budget and/or appropriations for the applicable period, then RPC will not be obligated to reimburse the Local Government for the applicable budget year(s).

Article 12: Notice to Parties

- 12.1 Notice under this Agreement must be in writing and received by the party against whom it is to operate. Notice is received by a party (1) when it is delivered to the party personally; or (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party's address specified in this Article and signed on behalf of the party.

- 12.2 The RPC's address is:
City of Laredo
1110 Houston St.
Laredo, TX 78040

The Local Government's address is:

1110 Houston St.
Laredo, TX 78040

- 12.3 A party may change its address by providing notice of the change in accordance with paragraph 12.1.

Article 13: Effective Date and Term

- 13.1 This Agreement is effective as of September 1, 2025 and shall terminate on August 31, 2025.
- 13.2 In the event of default in the performance of this Agreement, the non-defaulting party may terminate this Agreement after providing written notice of the default to the defaulting party, and the failure of the defaulting party to cure said default within 30 calendar days of said notice.

- 133 If this Agreement is terminated for any reason, the RPC shall not be liable to the Local Government for any damages, claims, losses, or any other amounts arising from or related to any such termination.

Article 14: Force Majeure

- 14.1 The RPC may grant relief from performance of the Agreement if the Local Government is prevented from performance by act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of the Local Government. The burden of proof for the need of such relief shall rest upon the Local Government. To obtain release based on force majeure, the Local Government shall file a written request with the RPC.

Article 15: Confidentiality

- 15.1 The parties will comply with the Public Information Act, Texas Government Code, Chapter 552 as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas. This Agreement and all data and other information generated or otherwise obtained in its performance may be subject to the Texas Public Information Act. The parties agree to maintain the confidentiality of information received during the performance of this Agreement.
- 15.2 The Local Government or its duly authorized representative will notify the RPC upon receipt of any requests for information related to this Agreement and all data and other information generated or otherwise obtained in its performance.

Article 16: Indemnification

- 16.1 To the extent authorized by law, each party agrees to indemnify the other and agrees to defend its governing body members, officers and employees, against any claim, suit or administrative proceeding, and to indemnify them against any liability including all costs, expenses, and reasonable attorney's fees incurred arising out of an act or omission of the governing body, any officer, employee or agent in carrying out this Agreement.

Article 17. Historically Underutilized Business Requirements

- 17.1 The Local Government shall comply with requirements of Texas Government Code, Chapter 2161 regarding Historically Underutilized Businesses.

Article 18: Miscellaneous

- 18.1 For purposes of this Agreement, terms not specifically defined herein are defined in the Applicable Law.

- 18.2 Each individual signing this Agreement on behalf of a party warrants that he or she is legally authorized to do so, and that the party is legally authorized to perform the obligations undertaken.
- 18.3 This Agreement constitutes the entire agreement between the parties and supersedes any and all oral or written agreements between the parties relating to matters herein. An amendment to this Agreement is not effective unless in writing and signed by both parties.
- 18.4 All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect the term of this Agreement, which shall continue in full force and effect.
- 18.5 The following Attachments are part of this Agreement:
- | | |
|--------------|---|
| Attachment A | Ownership Agreement |
| Attachment B | Transfer of Ownership Form |
| Attachment C | Scope of Work |
| Attachment D | PSAP Operations Performance Measures and Monitoring |
| Attachment E | Commission Documents |
- 18.6 This Agreement is binding on, and to the benefit of, the parties' successors in interest.
- 18.7 This Agreement is executed in duplicate originals.

City of Laredo

By: _____

Printed Name: Joseph Neeb

Title: City Manager

Date: _____

Laredo Backup/Training Center

By: _____

Printed Name: Dr. Victor Trevino

Title: City of Laredo Mayor

Date: _____

Attested:

By: _____

Printed Name: Mario Maldonado Jr

Title: City Secretary

Date: _____

Approved:

By: _____

Printed Name: Doanh "Zone" T. Nguyen

Title: City Attorney

Date: _____

Attachment A Ownership Agreement

As stipulated in Article 3 of the Agreement, the RPC shall establish ownership of all 9-1-1 equipment located within the Local Government's jurisdiction.

The City hereby establishes all 9-1-1 equipment located at 912 Matamoros St. 1st Floor Laredo, TX (9-1-1 Regional Administration), in Laredo, to be the property of City of Laredo, hereinafter referred to as "Owner".

Following is an itemized listing of 9-1-1 equipment hereby defined as the property of Owner.

City of Laredo

By: _____

Printed Name: Joseph Neeb

Title: City Manager

Date: _____

Laredo Backup Training Center

By: _____

Printed Name: Dr. Victor Trevino

Title: City of Laredo Mayor

Date: _____

Front Room					
Tag #	Date of Installation	Manufacturer	Serial Number	Item Description	
TC-21-001	3/26/2021	DELL	3N0R333	POS1 COMPUTER	Asset Tag No. 10869
TC-21-001	1/9/2023	DELL	~BZ1JQU	POS1 22 IN LCD MONITOR	
TC-21-001	1/9/2023	DELL	~13N1DSU	POS1 22 IN LCD MONITOR	
TC-21-001	3/26/2021			POS1 KEYBOARD	
TC-21-001	3/26/2021			POS1 MOUSE	
TC-21-001	3/26/2021	WEST	S201300041	POS1 SONIC BOX	
TC-21-001	3/26/2021	WEST		POS1 SATELLITE BOX	
TC-21-002	3/26/2021	DELL	3N9RD33	POS2 COMPUTER	Asset Tag No. 10870
TC-21-002	1/9/2023	DELL	~OB21TSU	POS2 22 IN LCD MONITOR	
TC-21-002	1/9/2023	DELL	~16550J1	POS2 22 IN LCD MONITOR	
TC-21-002	3/26/2021			POS2 KEYBOARD	
TC-21-002	3/26/2021			POS2 MOUSE	
TC-21-002	3/26/2021	WEST	S20130082	POS2 SONIC BOX	
TC-21-002	3/26/2021	WEST		POS2 SATELLITE BOX	
TC-21-003	3/26/2021	DELL	3N0RD33	POS3 COMPUTER	Asset Tag No. 10871
TC-21-003	3/26/2021	DELL	~13N0LAU	POS3 22 IN LCD MONITOR	
TC-21-003	3/26/2021	DELL	~1656041	POS3 22 IN LCD MONITOR	
TC-21-003	3/26/2021			POS3 KEYBOARD	
TC-21-003	3/26/2021			POS3 MOUSE	
TC-21-003	3/26/2021	WEST	S20130220	POS3 SONIC BOX	
TC-21-003	3/26/2021	WEST		POS3 SATELLITE BOX	
TC-21-004	3/26/2021	DELL	3N4SD33	POS4 COMPUTER (swapped with LPD Pos 5)	Asset Tag No. 10879
TC-21-004	3/26/2021	DELL	~1656041	POS4 22 IN LCD MONITOR	
TC-21-004	3/26/2021	DELL	~13N0LBU	POS4 22 IN LCD MONITOR	
TC-21-004	3/26/2021			POS4 KEYBOARD	
TC-21-004	3/26/2021			POS4 MOUSE	
TC-21-004	3/26/2021	WEST	S201300044	POS4 SONIC BOX	
TC-21-004	3/26/2021	WEST		POS4 SATELLITE BOX	
100-21 (old tag)	2009		9021201	DIGISMART	Asset Tag No. 08487
TC-PRINT1	3/6/2017	LEXMARK	TL0056	PRINTER C4150	Installed 3/6/17 by WSC.
Back Room					
TC-VIPER1	2009			VIPER CABINET	
TC-GIS1		DELL	7GJXHK2	GIS SERVER	Asset Tag No. 10636
TC-21-011	3/26/2021	DELL	5BXKQ53	DB1 HOST SERVER	
TC-21-011	3/26/2021	DELL	5BVNQ53	MAPFLEX1 HOST SERVER	
TC-21-011	3/26/2021	DELL	5BVMQ53	AUX HOST SERVER	
TC-21-011	3/26/2021	DELL	6PB4P23	POTS 1A HOST SERVER	

TC-21-011	3/26/2021	DELL	6Q27P23	POTS 1B HOST SERVER	
TC-21-011	3/26/2021	DELL	6Q45P23	VOIP 1A HOST SERVER	
TC-21-011	3/26/2021	DELL	6P97P23	VOIP 1B HOST SERVER	
TC-21-011	3/26/2021	CISCO		CATALYST 3650 NETWORK SWITCH (48 PORT)	
TC-21-011	3/26/2021	CISCO		CATALYST 3650 NETWORK SWITCH (48 PORT)	
TC-21-011	3/26/2021	CISCO		48 PORT NETWORK SWITCH	
TC-21-011	3/26/2021	CISCO		48 PORT NETWORK SWITCH	
TC-21-011	3/26/2021	WEST	S19500211	CIM 19 CARD	
TC-21-011	3/26/2021	WEST	S19500013	CIM 22 CARD	
TC-21-011	3/26/2021	WEST	S20280108	AIM 19 CARD	
TC-21-011	3/26/2021	WEST	S20180061	PIM SHELF	
TC-21-011	3/26/2021	WEST	S20180087	PIM SHELF	
TC-21-011	3/26/2021	WEST	S20180062	PIM SHELF	
TC-21-011	3/26/2021	NEW MAR		48V RECTIFIER MODULE	
TC-21-011	3/26/2021	NEW MAR		48V RECTIFIER MODULE	
TC-21-011	3/26/2021	NEW MAR	20180004	48V RECTIFIER SHELF	
TC-21-011	3/26/2021	NEW MAR	20180001	48V RECTIFIER SHELF	
TC-RACK1	10/14/2014			7 FT RACK KIT	
TC-ROUTER5		CISCO		800 SERIES ROUTER	
		DIGI	IT04000706432151	CONNECT IT 4	
TC-ROUTER3		CISCO	QZPN-2ABR-QFTX	PRIMARY ROUTER	
TC-ROUTER4		CISCO		SECONDARY ROUTER	
TC-18-009	2018	HP	2UA70922HT	AUX SERVER	Asset Tag No. 10635
100-26 (old tag)	2009	NEC	76K04579NA	BACK ROOM PC MONITOR	
100-26 (old tag)	2009			BACK ROOM KEYBOARD	
100-26 (old tag)	2009			BACK ROOM MOUSE	
TC-24-010	2/26/2024	DSS CORP	EQ4C401379	EQUATURE VOICE RECORDER	
TC-ROUTER1	11/12/2014	CISCO	FTX173183D8	1921 ALI ROUTER (WIRELINE)	
TC-ROUTER2	11/12/2014	CISCO	FTX173183G2	1921 ALI ROUTER (WIRELESS)	
TC-ROUTER1	11/12/2014	CISCO	33245426	HWIC DSU 56K (CARD INSIDE 1921 ALI ROUTER)	
TC-ROUTER2	11/12/2014	CISCO	33244379	HWIC DSU 56K (CARD INSIDE 1921 ALI ROUTER)	
TC-YAGI1	4/18/2014	WILSON		YAGI ANTENNA	
TC-YAGI1	4/18/2014	SIERRA	CA13313090710	WIRELESS MODEM	
TC-25-UPS1	8/13/2018	EATON	BK482T0009	POWER UPS (NEW BATTERIES/REPLACED 4/29/25)	

Attachment B
Transfer of Ownership Form

As stipulated in Article 3 of the Agreement between the City of Laredo (RPC) and City of Laredo (Local Government) dated August 15, 2025, the City shall document all transfers of ownership of 9-1-1 equipment between the City and the Local Government.

Indicate the appropriate classification:

Transfer_____ Disposition_____ Lost_____

Please provide the following information in as much detail as possible.

Inventory Number	Current Assignee:
Description	Location:
Serial Number	Signature:
Acquisition Date	Date:
Acquisition Cost	New Assignee:
Vendor	Location:
Invoice Number	Signature:
Purchase Order Number	Date:
Condition	

Continued.....

Attachment B
Transfer of Ownership Form (continued)

Action Recommended by: _____

Title: _____

Date: _____

Comments: _____

Approved: _____Yes _____No

Proceeds, if any: _____

Approved by: _____

Title: _____
Comptroller

Date: _____

Disposed or Lost Property shall require approval by the agency head.

Reviewed by: _____
Executive Director (or other appropriate title of agency head)

Date: _____

Attachment C Scope of Work

Section 1.0 - Scope:

As required by the Contract for 9-1-1 Services, City shall execute interlocal agreements between itself and its member local governments relating to planning, development, operation, and provision of 9-1-1 services. At a minimum, the parties agree to cooperate in addressing, database maintenance, and meet GIS requirements in accordance with State and Federal Standards.

PSAPs should strive to meet PSAP Service Capability Criteria Rating Scale standards as listed in APCO\NENA ANS 1.102.2, which provides for minimum standard, advanced, and superior rating categories.

1.1 The basic equipment categories are:

A. 9-1-1 Equipment

- i. Customer Premise Equipment (CPE) — located at the PSAPs such as telephone system interfaces, workstations, backroom servers, software, monitors, gateways, routers and any other equipment necessary for 9-1-1 call delivery;
- ii. Telecommunications Device for the Deaf / Teletypewriter (TDD / TTY)

B. Ancillary Equipment

- i. Uninterruptible Power Supply (UPS)
- ii. Printers
- iii. Recorders (as funding allows)

Section 2.0 - Program Deliverables:

Local Government agrees to comply with all applicable law, CSEC Rules, and City policies as they pertain to the 9-1-1 program to provide the following deliverables:

2.1 Inventory:

2.1.1 Local Government is responsible for notifying City upon disposition of equipment and shall provide inventory information for the Annual Certification of 9-1-1 Program Assets.

Attachment C

Scope of Work (continued)

- 2.1.2 City shall maintain property records and conduct an annual physical inventory. Capital Recovery Asset Disposal Notices shall be prepared in accordance with UGMS and the State Comptroller of Public Accounts as required by CSEC Rule 251.5.

2.2 Security:

- 2.2.1 Local Government will protect the CPE and ancillary equipment by implementing measures that secure the premises (including equipment room) of its PSAPs against unauthorized entrance or use. City agrees to follow security access requirements established by Local Government.
- 2.2.2 Local Government will implement procedures and take appropriate security measures necessary to prevent unauthorized third-party software use on CPE or 9-1-1 Workstations as outlined in CSEC Rule 251.7, *Guidelines for Implementing Integrated Services*. City may conduct random security audits.
- 2.2.3 Local Government shall not attach nor integrate any hardware device or software application without prior written approval of City. Further, no unauthorized person shall configure, manipulate, or modify any hardware device or software application. Such authority can only be granted by City.
- 2.2.4 Local Government will adhere to Health & Safety Code, Section 771.061, Confidentiality of Information, in maintaining all 9-1-1 data.

2.3 Maintenance:

- 2.3.1 City shall practice and require preventive maintenance on all CPE and ancillary equipment, software, and databases, including, at a minimum, backing up data as necessary.
- 2.3.2 Local Government will provide upkeep of 9-1-1 equipment and areas by ensuring cleanliness.
- 2.3.3 Local Government shall notify City of any scheduled maintenance on commercial power or backup generator, at least 48 hours prior to work being done.
- 2.3.4 Local Government shall notify City of any power or generator outages that affect the 9-1-1 system and document them in trouble/maintenance logs.

Attachment C

Scope of Work (continued)

2.3.5 Local Government may call for technical assistance or make trouble reports by dialing 888-414-2738. In addition, the Local Government may use email to request routine maintenance at 9-1-1@wscicom.com.

2.4 Supplies:

City will purchase supplies necessary for the continuous operation of 9-1-1 Ancillary equipment (i.e. printer toner).

2.5 Training

Local Government shall:

- 2.5.1 Provide telecommunicators access to emergency communications equipment training as approved by City training staff, or as determined by the Local Government.
- 2.5.2 Notify City in writing or email of any new 9-1-1 telecommunicator listing their full name, date of hire, and Texas CSEC on Law Enforcement Officers Standards and Education (TCOLE) PID#. New telecommunicators shall be scheduled for their 9-1-1 equipment training within 120 days of their hire date.
- 2.5.3 If a PSAP chooses to train its own personnel, a copy of the agencies approved Learning Objectives and Lesson Plan must be provided to City
- 2.5.4 Ensure that 9-1-1 telecommunicators meet minimum training requirements as listed in the Telecommunicators Proficiency Chart from TCOLE.
- 2.5.5 Ensure that all telecommunicators abide by TCOLE mandated rules and regulations for telecommunicator certification and/or licensing requirements.

2.6 Facilities:

- 2.6.1 Local Government shall meet minimum site requirements for backroom equipment. Most expenses associated with this are the responsibility of the PSAP.
- 2.6.2 Local Government's 9-1-1 equipment room and communications area shall be in compliance with the American with Disability Act of 1990.

Attachment C

Scope of Work (continued)

2.6.3 City staff and contracted vendors shall have access to the 9-1-1 equipment room and communications area on a 24x7x365 basis without prior notice.

2.7 Operations:

Local Government shall:

- 2.7.1 Check 9-1-1 workstations, make-busy switch, and TDD/TTY for proper operation and user familiarity at least once per shift.
- 2.7.2 Provide upon request any testing documentation or applicable paperwork required by City within 24 hours.
- 2.7.3 The PSAP shall provide an admin phone line answered by a telecommunicator 24 hours a day. Any change to this telephone number shall be reported to City in writing or by email.
- 2.7.4 When there is any incorrect ANI/ALI or GIS information, the telecommunicator shall submit a discrepancy report to make the necessary correction before the end of the shift.
- 2.7.5 Notification of change in medical, law enforcement or fire responders shall be made in writing to City at least 15 days prior to change.
- 2.7.6 PSAP must submit a written request for all Manual ALI queries to City for any investigation purposes. PSAP agrees to use ALI lookup feature only in the event of handling and processing an emergency call. Manual ALI queries may be used for training or testing purposes limited to PSAP telephone numbers.
- 2.7.7 Each PSAP shall have in their emergency communication plan procedures that ensure survivability and sustainability of 9-1-1 services. This plan shall be accessible to City upon request.
- 2.7.8 Comply with City policy and procedures for PSAP moves/changes.

Attachment C

Scope of Work (continued)

- 2.7.9 Telecommunicators must use re-transmit (re-bid or RTX) features on wireless calls to obtain updated GPS coordinates for the mobile devices.

2.8 Master Street Address Guide (MSAG) / GIS Maintenance:

Counties and cities shall:

- 2.8.1 Provide current updates for street addresses, street ranges, or street names.
- 2.8.2 Provide physical addresses requested as per local ordinances and/or subdivision regulations.
- 2.8.3 Verify or correct 9-1-1 ALI database information for accuracy as requested by City including No Record Found (NRF) and Telephone Number Change Request (TNCR) forms.
- 2.8.4 Make sure PSAPs provide 9-1-1 ALI discrepancy reports.
- 2.8.5 Notify City in writing within two business days of the receipt of a request for ALI data made under the Texas Public Information Act.
- 2.8.6 Meet GIS requirements to ensure accurate 9-1-1 call plotting and routing.
- 2.8.7 Provide any point data available for: address points, points of interest, landmarks, fire hydrants, hospitals, schools, planimetrics data, etc.
- 2.8.8 Provide available street centerline data, county roads, un-named roads, etc.
- 2.8.9 Notify City in writing of boundary changes affecting: city limits, law, fire departments, emergency service districts, or EMS as approved by city council, county commissioner court, and/or service contract amendments.

Attachment D

PSAP Operations Performance Measures and Monitoring

Reports

The RPC may request that the Local Government provide it with specialized reports which will not duplicate information readily available from vendors. Such reports shall include, but are not limited to:

Regional Strategic Plan for FY 2026-2027
Contract between CSEC, STDC and the City of Laredo

Logs

The Local Government shall provide copies of logs and reports to assist with the RPC's collection of efficiency data on the operation of PSAPs including, but not limited to:

1. Trouble report logs at least once per quarter;
2. List of service affecting issues once per quarter;
3. Certification of TTY/TDD testing once per quarter; and
4. TTY/TDD call logs.

Quality Assurance Inspections

RPC personnel will conduct site visits at least (4) per year to evaluate the condition of equipment, efficiency of PSAP operations, and compliance with the Agreement.

In addition, quality assurance inspections will be conducted as follows:

Attachment E

Commission Documents

The following documents govern the funding and provisioning of 9-1-1 services by the RPC:

1. Commission Legislation: https://www.csec.texas.gov/s/statutes?language=en_US
2. Commission Rules: https://www.csec.texas.gov/s/rules?language=en_US
3. Commission Program Policy Statements:
https://www.csec.texas.gov/s/program-policy-statements?language=en_US