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September 30, 1975

Mr. William Bailey  
Law Enforcement Assistance Administration  
416 Fifth Street, N.W.  
Washington, D.C. 20001

Dear Mr. Bailey:

RE: GRANT APPLICATION #0137-99-SS-76

In response to the telephone conversation between your office and the APCO National Headquarters on September 29, 1975, it is requested that the Grant application Number 0137-99-SS-76 recently submitted by APCO be amended by the deletion of references to information handling systems.

Specifically, it is requested that all of the paragraph on page 3 of the grant application descriptive narrative section beginning with "It is, therefore, proposed that the above tasks...." and ending with ".....would not be included." be deleted.

This deletion will not affect the basic planning needs contained in the grant request to accommodate the technical and operational communications requirements imposed by the existence and development of information handling systems. The development of plans for law enforcement communications systems must, and will, recognize the communications requirements imposed by the developments and implementation of information handling systems.

The remainder of the activities outlined under the grant will therefore remain unchanged. The specialized information handling skills incorporated in the Task Group II will no longer be required. This will result in a savings of travel costs for two individuals at each of the four Task Group II meetings.

The elimination of the specialized planning considerations for information handling systems will result in a reduction in the effort of developing the planning manual, and in the actual state plan to be developed. Specific references to software development and lease vs buy considerations can be deleted. Since the information system capabilities, requirements, and interface needs are fundamental to communications system configuration, these elements of the survey and planning process will remain unchanged.

The above reduction of scope will result in changes to the travel and contractor support estimates in the proposed budget. These changes have been incorporated in a revised Page 13, Budget Narrative summary, a copy of which is attached. It is requested that this revision be substituted for the budget summary submitted with the grant request.

Cordially,

*Donal D. Kavanagh*

Donal D. Kavanagh,  
Project Director

DDK/mr  
Enclosure

MULTI-PHASE REQUIREMENTS

	BUDGET	ACTUAL	CHANGES	NEW	REVISIONS
			IN SCOPE	ITEMS	ADDED
Direct Labor	45,145	45,145	18,150	27,000	27,000
Materials	2,300	2,300	7,000	4,700	4,700
(1) Contractor Support	182,400	182,400	183,700	1,300	1,300
(2) Travel	48,887	34,822	35,703	1,881	1,881
(3) Operating Expense	8,230	2,152	3,200	1,048	1,048
(4) Equipment	2,328	2,328	0	0	0
(5) Overhead	75,174	61,730	47,399	14,331	14,331
	342,064	297,885	309,152	27,000	27,000

NOTES:

- (1) The original grant budget was \$375,000 for a consulting services contract. This competitive bidding and the negotiation process of this fixed price contract was negotiated for \$307,000, or net reduction of \$68,000.
- (2) The APCC participation in the original grant. Services was accomplished by use of selected APCC members, operating from the local area of the survey. This resulted in a travel cost reduction of approximately \$14,825.
- (3) Operating expense charges for direct costs were reduced by approximately 50% by the elimination of APCC communication costs.
- (4) Cost of office equipment was reduced by 47% by negotiating with favorable business prices.
- (5) Overhead rate reduced to 10% based upon APCC's 15% initial audit.

SUMMARY:

TABLE I  
CHANGE IN SCOPE COSTS

	<u>TASK I</u>	<u>TASK II</u>	<u>TASK III</u>	<u>TOTAL</u>
Direct Labor	8,989	24,733	4,428	38,150
Benefit	1,872	5,152	922	7,946
Contractor Support	52,650	92,358	18,700	163,708
Travel	14,747	18,653	44,703	78,103
Operating Expense	1,365	1,155	740	3,260
Overhead	11,295	31,080	5,564	47,939
	<u>90,918</u>	<u>173,131</u>	<u>75,057</u>	<u>339,106</u>

TABLE II  
ADDITIONAL FUND REQUIREMENTS

	(1)	(2)	(3)	(4)	(5)
	<u>GRANT BUDGET</u>	<u>GRANT COST TO COMPLETE</u>	<u>CHANGE IN SCOPE COSTS</u>	<u>NEW TOTAL (Col 2 + Col 3)</u>	<u>ADDITIONAL FUNDS REQUIRED (Col 4 - Col 1)</u>
Direct Labor	45,145	45,145	38,150	83,295	38,150
Benefit	9,404	9,404	7,946	17,350	7,946
(1) Contractor Support	382,908	325,700	163,708	489,408	106,500
(2) Travel	68,827	54,402	78,103	132,505	63,678
(3) Operating Expense	8,050	2,650	3,260	5,910	( 2,140)
(4) Equipment	3,086	2,292	-0-	2,292	( 794)
(5) Overhead	75,574	56,730	47,939	104,669	29,095
	<u>592,994</u>	<u>496,323</u>	<u>339,106</u>	<u>835,429</u>	<u>242,435</u>

NOTES:

- (1) The original grant budget was \$370,000 for a consulting service contractor. Thru competitive bidding and the negotiation process, a firm fixed price contract was negotiated for \$307,000, or net reduction of \$63,000.
- (2) The APCO participation in the original grant surveys was accomplished by use of selected APCO members, generally from the local area of the survey. This resulted in a travel cost reduction of approximately \$14,425.
- (3) Operating expenses chargeable to direct costs were reduced by approximately \$5,400 by the elimination of direct communications costs.
- (4) Cost of office equipment was reduced by \$794 by negotiating most favorable customer prices.
- (5) Overhead rate adjusted to 104% based upon July 1, 1975 annual audit.