


Purchasing Division
Procurement Routing Slip

Directions:

- 1. Review the attached item.
- 2. Make any necessary changes.
- 3. Initial and date the designated boxes that apply.
- 4. Forward to the next office on the routing slip.
- 5. **Please return this routing slip and attachments to Purchasing after all parties have reviewed.**

| | | |
|-------------------------------------|--|--|
| ORIGINATOR | Peter Perez | |
| DEPARTMENT | FD/OHSEM | |
| ITB/RFP/RFQ # (include timeline) | | |
| Document Name: | Sole Source (\$53,053)  | |
| DeafLink | | |

| | | | | | |
|--|---------------|---|----------------------|----------------|-------|
| 03/15/24 | | | | | |
| <input checked="" type="checkbox"/> Department Head initials verified | Date Received | Reviewed No Changes | Reviewed See Changes | Date Forwarded | Other |
| Procurement Office | 03/18/24 | Lorianne Luciano <small>Digitally signed by Lorianne Luciano Date: 2024.03.19 14:41:08 -05'00'</small> | | 3/19/24 | |
| Finance Office | 03/19/24 | Miranda B. Drake <small>Digitally signed by Miranda Drake Date: 2024.03.20 12:19:58 -05'00'</small> | | 03/20/2024 | |
| City Attorney Office | | Holli Clements <small>Digitally signed by Holli Clements Date: 2024.03.27 13:10:19 -05'00'</small> | | | |
| Signature Authority: | | | | | |
| <input checked="" type="checkbox"/> City Manager | | Kent Cagle <small>Digitally signed by Kent Cagle Date: 2024.03.28 09:17:31 -05'00'</small> | | | |
| <input type="checkbox"/> Assistant City Manager | | | | | |
| <input type="checkbox"/> Finance Director | | | | | |
| <input type="checkbox"/> Department: <u>Fire</u> | | James Kubinski <small>Digitally signed by James Kubinski Date: 2024.03.15 14:21:24 -05'00'</small> | | | |
| Purchasing Office <small>(Return routing slip and a copy of all documents.)</small> | | | | | |

NOTES:

-All parties sign/date the routing slip
-EDF approve/disapprove the sole source and sign page 4
-CA approve/disapprove the sole source and sign page 4
-CM approve/disapprove the sole source and sign page 4

DISPOSITION STATEMENT:



City of Killeen
Office of Homeland Security & Emergency Management

Phone: 254.501.7706

Fax: 254.501.8935

Email: em-coordinator@killeentexas.gov

To: Kent Cagle, City Manager
VIA: Holli Clements, City Attorney
VIA: Judith Tangalin, Executive Director of Finance
VIA: Lorianne Luciano, Director of Procurement & Contracts
VIA: Jim Kubinski, Fire Chief
From: Peter Perez, OHSEM Director
Date: March 13, 2024
Subject: Deaf Link Sole Source Request

*Miranda A. Drake
Digitally signed by Miranda Drake
Date: 2024.03.20 12:21:04 -05'00'

The City of Killeen Office of Homeland Security & Emergency Management is requesting to have Deaf Link approved as a sole source provider for their proprietary Accessible Hazard Alert System (AHAS)TM.

This system will enable our office to send alerts in accessible formats by converting emergency notifications into American Sign Language (ASL) videos with English voice (Spanish language is available) and Text, including text formats readable by web-connected Braille readers. AHASTM provides services 24/7 to send accessible emergency information for persons who are Deaf, Hard of Hearing, Blind, Deaf-Blind or have literacy challenges. This system is compliant with the FEMA Integrated Public Alert & Warning System (IPAWS) and can be integrated with our current CodeRED emergency notification system.

Sincerely,

Peter C.
Perez

Digitally signed by Peter
C. Perez
Date: 2024.03.14
10:17:52 -05'00'

Peter C. Perez
HSEM Director
254-200-7923

Attached:

- City of Killeen Sole Source Form
- Deaf Link Sole Source Letter
- Deaf Link AHASTM Quote



Sole/Single Source Form

Complete one form for each sole/single source expenditure as it applies and attach a sole source letter from the vendor. All forms are valid for one (1) year from approval date unless specified by Purchasing below. Request \$50,000 and greater will be routed to all signature parties and requires City Council approval prior to the purchase.

Return completed forms to Purchasing at Purchasing@killeentexas.gov.

Department/Division: Fire/OHSEM Requestor Name: Peter C. Perez
Vendor Name: Deaf Link Cost: \$ 53,053.00 Date: 03/14/2024

Check each box that applies to your sole/single source purchase:

- ☒ Items available from only one source because of patents, copyrights, secret processes, or natural monopolies. Films, manuscripts, or books.
- ☐ Gas, water, or other utility services (Letter from vendor not required)
- ☐ Captive replacement parts or components for equipment.
- ☐ Books, papers, and other library materials for a public library available only from the persons holding exclusive distribution rights to the materials.
- ☐ Management services provided by a non-profit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.
- ☐ Annual maintenance for software and equipment the City already owns.
- ☒ Single source because of standardization, warranty, or other factors.
- ☐ Other _____

Describe in detail the product and/or service to be procured and how they meet your needs.

See quote below for detail of service and product being purchased. These products provide us with the ability to send emergency alerts in accessible formats by converting emergency notifications into American Sign Language (ASL) videos with English voice (Spanish language is available) and Text, including text formats readable by web-connected Braille readers. Thus enabling us to achieve an ADA requirement from the DOJ lawsuit. See memo for more information.

Once this is approved I will get on Council Agenda.

Department/Division Head Signature: Peter C. Perez Digitally signed by Peter C. Perez
Date: 2024.03.14 10:18:02 -05'00'


Purchasing division justification:


Deaf Link Inc. is the owner, developer, and sole source for the Accessible Hazard Alert System (AHAS) for production and delivery of emergency alerts in American Sign Language video (HD broadcast quality), English / Spanish voice and text, in accessible formats for internet connected computers, tablets, mobile devices and Braille readers. Deaf Link is the only product of it's kind and has been deemed a sole source by other governmental agencies.


Director of Procurement Signature: Lorianne Luciano Digitally signed by Lorianne Luciano
Date: 2024.03.19 14:40:55 -05'00' ☒ Approved ☐ Disapproved

Expiration Date: _____

The approvals on the following page are required for expenditures \$50,000 and greater:

Executive Director of Finance Signature:  Digitally signed by Miranda Drake
Date: 2024.03.20 12:20:50 -05'00' ☒ Approved ☐ Disapproved
Comments:

City Attorney Signature: **Holli Clements**  Digitally signed by Holli Clements
Date: 2024.03.27 13:09:34 -05'00' ☒ Approved ☐ Disapproved
Comments:

City Manager Signature: **Kent Cagle**  Digitally signed by Kent Cagle
Date: 2024.03.28 09:17:14 -05'00' ☒ Approved ☐ Disapproved
Comments:



Sole Source Letter

March 12th, 2024

Peter C Perez, CEM® | OHSEM Director
City of Killeen OHSEM |
254-200-7923

Director Perez,

This letter is to certify that Deaf Link Inc. is the owner, developer, and sole source for the Accessible Hazard Alert System (AHAS)™ for production and delivery of emergency alerts in American Sign Language video (HD broadcast quality), English / Spanish voice and text, in accessible formats for internet connected computers, tablets, mobile devices and Braille readers.

The AHAS program uses Common Alerting Protocol (CAP) and is compliant with FEMA's Integrated Public Alert and Warning System (IPAWS). AHAS is compatible with most text-based Emergency Notification System (ENS) providers.

Deaf Link is the only company with over 17 years of experience in providing accessible emergency alert services from a secure communications and video production center, 24 hours per day, 365 days a year. Deaf Link is staffed 24/7 and AHAS interpreters hold state and/or national, advanced certifications.

If you have any questions, please contact me.

Best Regards

Dan Heller
President
danheller@deaflink.com



Accessible Hazard Alert System (AHAS™)

Cost Estimate for City of Killeen, TX

March 12th, 2024

AHAS™ Program Description

Deaf Link's Accessible Hazard Alert System (AHAS™) provides Emergency Managers with the ability to send alerts in accessible formats by converting emergency notifications into American Sign Language (ASL) videos with English voice (Spanish language is available) and Text, including text formats readable by web-connected Braille readers. The AHAS program is a Sole Source product from Deaf Link.

AHAS™ is an opt-in subscriber-based system. AHAS™ provides services 24/7 to send accessible emergency information for persons who are Deaf, Hard of Hearing, Blind, Deaf-Blind or have literacy challenges. Deaf Link and the AHAS™ program support the Access and Functional Needs (AFN) community and persons with sensory disabilities by providing accessible information before, during and after emergency events or disasters. The base program provides Emergency Managers with 24/7 capability to send unlimited accessible alerts and emergency information in response to Emergency Alert System (EAS) event codes for Warnings, Watches, and Emergencies, Civil Emergency Messages (CEM), Terrorism events, Amber Alerts, and National Weather Service (NWS) watches and warnings as directed by Emergency Management. AHAS is also IPAWS compliant.

Basic Scope of work:

1. The AHAS™ program will create and deliver alerts in American Sign Language (ASL) video, English Voice, and Text (maximum length 2 minutes - 150 words). All AHAS alerts are sent in email and SMS formats with an associated URL link embedded in the text. AHAS alerts can be received on all video and web enabled cell phones, computers, tablets, and refresh braille readers.
2. Deaf Link will create an AHAS accessible website where accessible information about AHAS, Active Alerts, FAQs, and Preparedness videos in ASL, English voice/text can be viewed by the community. The AHAS site will also include an ASL/English based subscriber registration page and database.
3. Deaf Link will include production of 2 accessible preparedness videos for the City of Killeen. Videos will be produced in ASL with English voice and closed captions. The topics are selected by Killeen EM. Scripts can be submitted to Deaf Link in a Word doc. Maximum length is 400 words.
4. The AHAS system will operate as a stand-alone program for delivery of accessible emergency alerts and information. AHAS can also work in conjunction with other Emergency Notification Systems (ENS) should Killeen EM want to pursue an integration with their current Emergency Notification System (CodeRed).
5. **ESTIMATED PROGRAM COST:**

| City of Killeen, TX | |
|---|---------------|
| Accessible Hazard Alert System (AHAS) | Program Costs |
| AHAS ASL/English, audio and text, unlimited email/SMS alerts, website hosting & yearly maintenance | \$41,053 |
| AHAS Installation Costs | |
| Installation includes AHAS website construction with accessible webpages, and alert testing. Deaf Link will invoice client for the Installation Costs upon project approval. Deaf Link will begin the project upon receipt of the Installation funds. Average Installation time is 60 to 90 days. | \$12,000 |
| Total AHAS cost year 1 | \$53,053 |
| Total AHAS cost year 2 | \$41,053 |

ESTINMATE IS GOOD FOR 90 DAYS

Contact Information: Dan Heller, Deaf Link Inc. 210-590-7446 danheller@deaflink.com

Deaf Link Inc. 14400 Northbrook Dr. Suite 200 San Antonio, TX 78232 www.deaflink.com

Peter C. Perez

From: Todd L. Gravelyn
Sent: Monday, March 18, 2024 10:09
To: Peter C. Perez
Subject: RE: DeafLink Sole Source

Peter, go forward with this memo.

T.L. Gravelyn

Assistant City Attorney
City of Killeen, Tx
(254) 501-8811

EMAIL CONFIDENTIALITY:

This message contains information that may be confidential and subject to the attorney-client privilege or attorney work-product privilege. If you are not the intended recipient of this message, please do not disclose, print, copy, or disseminate this information. If you have received this message in error, please notify me and delete the message.

From: Peter C. Perez <pcperez@killeentexas.gov>
Sent: Sunday, March 17, 2024 2:57 PM
To: Todd L. Gravelyn <TGravelyn@killeentexas.gov>
Cc: Lorianne Luciano <lluciano@killeentexas.gov>
Subject: DeafLink Sole Source

Todd,

Please review the attached. Any changes/questions that legal requires please reply all to this email. If legal does not require any changes please reply all to this email stating so.

Thank you,

Peter C Perez, CEM® | OHSEM Director
City of Killeen OHSEM | 254-200-7923
Weather Spotter #B468 | KE0KHH
How did this interaction go? Let me know (it's anonymous!):
<https://goo.gl/forms/1sYaeZh4mLFs3LuI3>

Peter C. Perez

From: Holli Clements
Sent: Monday, March 18, 2024 10:55
To: Peter C. Perez
Cc: Jim Kubinski; Dianne (Dee) Morrow
Subject: RE: Deaf Link Sole Source

That will be fine. I'll let you know if I have questions when I see it.

Holli Clements
City Attorney
City of Killeen
(254) 501-7711
hclements@killeentexas.gov

EMAIL CONFIDENTIALITY:

This message contains information that may be confidential and subject to the attorney-client privilege or attorney work-product privilege. If you are not the intended recipient of this message, please do not disclose, print, copy, or disseminate this information. If you have received this message in error, please notify me and delete the message.

From: Peter C. Perez <pcperez@killeentexas.gov>
Sent: Sunday, March 17, 2024 4:19 PM
To: Holli Clements <HClements@killeentexas.gov>
Cc: Jim Kubinski <JKubinski@killeentexas.gov>; Dianne (Dee) Morrow <DMorrow@killeentexas.gov>
Subject: Deaf Link Sole Source

Good Morning Holli,

I just wanted to give you a heads up about a sole source application that you will be seeing in the near future.

The application will be for services from Deaf Link. This will enable us to have ADA compliant emergency notifications.

During the routing process I mistakenly forgot to rout to Todd before routing to Chief Kubinski.

My proposal is that I have asked Todd to review the document and send me an email with required changes, or that no changes are needed. I will include this email into the application that you will see as proof that he has seen it. I propose this route, rather than reformat an entire packet that already has signatures in it, as this is a time sensitive matter that I also need to get on the Council Agenda as soon as possible.

Please let me know if you have any issues or concerns.

Sincerely,

Peter C Perez, CEM® | OHSEM Director
City of Killeen OHSEM | 254-200-7923

Weather Spotter #B468 | KE0KHH

How did this interaction go? Let me know (it's anonymous!):

<https://goo.gl/forms/1sYaeZh4mLFs3Lul3>