



STATE OF MAINE  
DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
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ARTHUR W. CLEAVES  
DIRECTOR

TO: Maine Hospitals participating in MEMA-MHA-OIT Radio Program

FROM: Arthur W. Cleaves, Director  
Bruce Fitzgerald, Homeland Security Grant Coordinator

DATE: April 26, 2006

RE: Radio Purchase and Installation

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As you may already know, Maine Emergency Management Agency, the Maine Hospital Association, and the Maine Office of Information Technology have recently awarded a contract to purchase new radios for 47 Maine hospital sites to RCM of Portland. MEMA will pay for the purchase of the radios directly through RCM. The only action required by Hospitals will be to sign and return the attached Memorandum of Acceptance (MOA) for the radio equipment.

A contract for installation of the radios has also been awarded in four counties: Aroostook Technologies in Aroostook County, RCM Communications in Cumberland and Lincoln Counties, and PCT Communications in Washington County. MEMA will pay the installation vendors directly. These were the only bids received by OIT in response to the RFP for installation. For hospitals outside of these counties, MEMA will reimburse up to \$2,000.00 for radio installation.

As we could not anticipate the specific needs of each individual hospital, MEMA has also agreed to reimburse up to \$1,000.00 towards the purchase of external radio antennas.

Hospitals should sign and return the MOA and forward copies of the invoices for the antenna cost and installation to MEMA no later than June 30th for reimbursement. Please include a cover letter requesting reimbursement under the Hospital Radio Project and contact information for payment processing.

If you have any questions regarding this project, please do not hesitate to contact Bruce Fitzgerald of MEMA at 624-4400, or Sandra Parker of the Maine Hospital Association at 622-4794.