


<p style="text-align: center;">REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES</p>	
	<p><b>No.</b> <b>O-02.12</b></p>
<p><b>Subject:</b> <b>Contractor Policy</b></p>	<p><b>Revised: 05/2023</b></p> <p><b>Prior Rev:</b> <b>04/2019</b> <b>09/2010</b></p>

### 1.0 Purpose

- 1.1. The purpose of this policy is to establish the requirement to inform contractors of Regional Wireless Cooperative (RWC) policies and to take reasonable steps to ensure that the contractor operates in compliance with RWC policies.

### 2.0 Owner

- 2.1. RWC Operations Working Group (OWG).

### 3.0 Applies To

- 3.1. RWC Members, Interoperability Participants and any entities otherwise using the operational capabilities of the RWC.

### 4.0 Background

- 4.1. The RWC provides vital communications services for Member agencies and interoperability participants while directly supporting law enforcement, fire services, and other public safety and public service entities.
- 4.2. Contractors may be utilized to conduct activities relative to the operations and maintenance of the RWC infrastructure and subscriber equipment.
- 4.3. Operations and maintenance activities performed by contractors can be service affecting to RWC subscribers.

### 5.0 Policy Statement

- 5.1. It is the responsibility of the agency that hires the contractor (1) to ensure each contractor understands and agrees to abide by RWC policies and procedures; (2) to take reasonable steps to ascertain that the contractor is in fact in compliance with RWC policies and procedures; and (3) to document the steps taken to comply with this policy.

## **6.0 Supporting Rules**

- 6.1. Each RWC entity is responsible for contractor performance relating to operations or maintenance activities on the RWC.
- 6.2. The OWG may provide contact information for contractors.
- 6.3. Contractor access is subject to the RWC Network Security Policy and Radio Site Security Procedure.

## **7.0 Responsibilities**

- 7.1. It is the responsibility of the RWC entity to:
  - 7.1.1. Provide the contractor with a copy of all applicable RWC policies and procedures.
  - 7.1.2. Ensure that the contract between the RWC entity and the contractor includes language that requires the contractor to abide by all applicable RWC policies and procedures.
  - 7.1.3. Report non-compliant contractors to the OWG.
- 7.2. All potential contractors shall provide documentation to the RWC entity demonstrating adequate training and expertise necessary to provide service and maintenance support to the RWC.
  - 7.2.1. Contractors performing tasks regarding Tower Inspections, Antenna installation, and Transmission Line installation must adhere to the standards set by the Administrative Managing Member.

## **8.0 Conditions for Exemption or Waiver**

- 8.1. As provided in the Waiver or Exception Policy.

## **9.0 Applicable Policies and/or Procedures**

- 9.1. As listed at [www.rwcaz.org](http://www.rwcaz.org).