ATTACHMENT A

SOLICITATION NO. 0900000521

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

PURPOSE

The Contract is awarded as a mandatory statewide contract for development and delivery of Next Generation 9-1-1 (NG911) GIS training classes and training resources to local agencies that will support the implementation of Next Generation 9-1-1 (NG911) across the State of Oklahoma.

1.   **Contract Term and Renewal Options**

The initial Contract term, which begins on the effective date of the Contract, is one (1) year and there is four (4) one-year options to renew the Contract.

2.   **Specifications**

Specifications are attached hereto as Exhibit 1 & Exhibit 2 and incorporated herein.

Exhibit 1 - Mandatory Minimum Requirements (See below).

Exhibit 2- Minimum qualifications, Course description, and Price sheet in excel form attached hereto as Exhibit 1 and incorporated herein.

Exhibit 1

Exhibit 1 to Solicitation for 911 Training Contract

Mandatory Minimum Requirements:

C.   Oklahoma State Regional 9-1-1 GIS training and Related Training Resources

The State of Oklahoma is seeking vendors that can provide Next Generation 9-1-1 (NG911) GIS training and Related Training Resources to local entities. The training will be provided in a regional setting.

•   All training will be conducted in-person on site as the preferred option. Virtual training options are also a possibility if the State deems a virtual training option necessary. Classroom size will be up to 30 people. Any class may be delivered by or with a training video option if deemed appropriate by the State. The vendor's proposal must include all costs, including hourly rate for training, audio/visual/computer equipment, printed material, meeting space rental, computer labs (mobile or fixed), software licensing including virtual training software options, training video costs, and all travel and lodging.

•   Vendor will be responsible for identifying training locations (in coordination with the State), and scheduling training sessions.

•   This training will be focused on the most current version of The State of Oklahoma Geographic Information NG911 and Addressing Standard (State Geographic Information Standard (GIS) available at http://okmaps.onenet.net/address_standards.htm) and the most current version of the Oklahoma NG911 GIS Toolkit (Oklahoma NG911 GIS Toolkit available at http://okmaps.onenet.net/address_standards.htm)

•   Curriculum must be developed by the Vendor however the State must be allowed input and approve all material including the syllabus. Therefore, the vendor should include preparation time that allows for the required State input and approval.

After each training session your firm will review with the OGI and/or appropriate State representatives any materials that need to be updated due to lessons learned during the teaching of the course. The State also requires that following the conclusion of the training delivery that course material and course delivery

methods will be reviewed and updated from lessons learned throughout the entire training suite.

o   The Vendor will be responsible for creating a student evaluation form that will be reviewed by the OGI Staff and/or appropriate State Representative.   Student evaluations will be reviewed with your firm after each training session

o   The State also requires that following the conclusion of the training delivery that course material and course delivery methods will be reviewed and updated from lessons learned throughout the entire training suite.

o   The preparation time can be conducted via online video/audio meetings (WebEx) however some meetings may require a face-to-face meeting.

o   All material including PowerPoints will be the property of the State. The vendor will provide all training materials to the attendees in either a paper format or a thumb drive / digital format (pdf) to be handed out on site prior to the end of the course.

o   The State reserves the right to record the training sessions and electronically distribute the training via multimedia outlets including State websites.

•   The Vendor must have experience teaching courses on the specific content of the State of Oklahoma Geographic Information NG911 and Addressing Standard and the Oklahoma NG911 Toolkit. As least 3 courses must have been previously taught throughout Oklahoma on the topics of the State of Oklahoma Geographic Information NG911 and Addressing Standard and the Oklahoma NG911 Toolkit.

•   The Vendor must have experience writing technical User Manuals for GIS/911 related toolsets.

•   The vendor must have experience writing technical User Manuals for GIS / 911 related toolsets. The firm must provide one example of a technical User Manual that has been written by the firm.

•   The vendor must provide three references of similar training that has been conducted in a regional setting.   References must include 9-1-1 GIS related curriculum.

- The selected vendor must have working knowledge of the State of Oklahoma Geographic Information NG911 and Addressing Standard and the Oklahoma NG911 Toolkit must be demonstrated. The selected vendor must provide 2 examples of your working knowledge of the State of Oklahoma Geographic Information NG911 and Addressing Standard and 2 examples of your working knowledge of the Oklahoma NG911 Toolkit.

Below are the items to be considered.

Class 1

Number of Classes: To Be Determined by State

Class length: 4 hours

This class is intended to cover a brief, high level, overview of GIS, the Oklahoma NG9-1-1 GIS Standard (Standard can be found at http://okmaps.onenet.net/address_standards.htm), the State of Oklahoma NG911 Toolkit, and what it will take to get your current data into the correct format. At the end of the course, the students will need to have an overview of GIS concepts, GIS tools, and a good understanding of the standard and how they can meet it. This class will discuss grant opportunities, resources available and realistic expectations of data creation and maintenance. This training will be conducted in-person on site as the preferred option. Virtual training options are also a possibility if the State deems a virtual training option necessary. This class may be delivered by or with a training video option if deemed appropriate by the State. All documents including course training manual and PowerPoints will become the property of the State of Oklahoma.

Class 2

Number of Classes: To Be Determined by State

Class length: 8 hours

State of Oklahoma NG911 GIS Toolkit training: The State of Oklahoma NG911 Toolkit training class is intended to train an intermediate/advanced GIS user in the specific applications used to create the proper data sets that will meet the Oklahoma NG9-1-1 GIS standard. This class will focus solely on the various tools within the State of Oklahoma NG911 Toolkit. It should include concepts, processes and best practices that will help the student be successful in meeting or exceeding the standard. The training will cover the steps from data creation to data validation for the Oklahoma GIS 911 Data Repository. This training will be

conducted in-person on site as the preferred option. Virtual training options are also a possibility if the State deems a virtual training option necessary. This class may be delivered by or with a training video option if deemed appropriate by the State. The Vendor will be responsible for providing a mobile computer lab setup or contracting with a fixed-place computer lab including the appropriate GIS data licenses needed to carry out this instruction. If a virtual training option is deemed necessary, the vendor will supply all on line virtual software necessary to hold the course. The vendor will be required to include a very detailed, step-by-step simplistic training manual that is specific to this course (not only the Toolkit User Manual). All documents including training manual and PowerPoints will become the property of the State of Oklahoma. The course will be taught using the most current version of the State of Oklahoma NG911 GIS Toolkit.

Class 3

Number of Classes: To Be Determined by State

Class length: 4 hours

The State of Oklahoma has built a Repository that will allow for local jurisdictions to upload their local data to the State. The training will be specific as to how to get log ins, process data using the Oklahoma NG911 Toolkit and uploading data to the State Repository. This training will be conducted in-person on site as the preferred option. Virtual training options are also a possibility if the State deems a virtual training option necessary. This class may be delivered by or with a training video option if deemed appropriate by the State. The Vendor will be responsible for providing a mobile computer lab setup or contracting with a fixed-place computer lab including the appropriate GIS data licenses needed to carry out this instruction. If a virtual training option is deemed necessary, the vendor will supply all on line virtual software necessary to hold the course. The vendor will be required to include a very detailed, step-by-step simplistic training manual that is specific to this course. All documents including training manual and PowerPoints will become the property of the State of Oklahoma.

Introductory Training Video and Brochures

Video Length: 10 – 15 minutes

Introductory training video and brochures will give a very high-level overview of why the GIS Data needs to be converted to the Oklahoma NG9-1-1 and

Addressing Standard. The materials will discuss grant opportunities, resources available and realistic expectations of data creation and maintenance. The Training Video will be done in a professional manner that will allow for video bookmarking based upon topic. Professional brochures will be developed to be given out at conferences, meetings, etc. The brochures will be provided to the State in a format that will allow for editing and printing. The goal of the brochures will be to include a quick checklist to help people access their data and where to find the necessary resources. The video and brochures will become the property of the State of Oklahoma and will be made available for viewing online from various websites. Specific content of the video and brochures will be determined by State based on current needs and target audience.

GIS 911 Data Repository Training Video

Video Length: 20 – 30 minutes

The State of Oklahoma has built a Repository that will allow for local jurisdictions to upload their local data to the State. The training video will be specific as to how to get log ins, process data using the Oklahoma NG911 Toolkit and uploading data to the State Repository. The Training Video will be done in a professional manner that will allow for video bookmarking based upon topic. The video will become the property of the State of Oklahoma and will be made available for viewing online from various websites.

State of Oklahoma NG911 Toolkit User Manual Update

The vendor will work with the State of Oklahoma to update the Toolkit User Manual to the most recent Toolkit version. As the training courses are being developed there may be changes and updates to the current State of Oklahoma NG911 Toolkit. The guide will be updated and maintained throughout the process so that the User manual will be current with the most current Toolkit version. The Toolkit User Manual will be provided to the State in a format that will allow for editing and printing. The NG911 Toolkit User Manual along with the style guides will be the property of the State of Oklahoma.

State of Oklahoma GIS 911 Data Repository User Manual

The vendor will work with the State of Oklahoma to create and/or update a User Guide for the State of Oklahoma GIS 911 Data Repository. As the training courses are being developed there may be changes and updates to the current

State of Oklahoma GIS 911 Data Repository. The guide will be updated and maintained throughout the process so that the User manual will be current with the most current State of Oklahoma GIS 911 Data Repository. The State of Oklahoma GIS 911 Repository User Manual will be provided to the State in a format that will allow for editing and printing. The State of Oklahoma GIS 911 Data Repository User Manual along with the style guides will be the property of the State of Oklahoma.

Supplemental Custom Content NG911 GIS Training

Number of Classes: To Be Determined by State

Class length: 2, 4, or 8 hours – To Be Determined based on Need

The vendor will work with the State of Oklahoma to develop need based custom content NG 911 GIS training courses.   These courses will be developed on an as needed basis determined by the State of Oklahoma. Specific content of the training will be determined by State based on current needs and target audience. This training will be conducted in-person on site as the preferred option. Virtual training options are also a possibility if the State deems a virtual training option necessary. The Vendor will be responsible for providing a mobile computer lab setup or contracting with a fixed-place computer lab including the appropriate GIS data licenses needed to carry out this instruction. If a virtual training option is deemed necessary, the vendor will supply all online virtual software necessary to hold the course. All documents including course training manual and PowerPoints will become the property of the State of Oklahoma.   Training courses will be in the length of 2, 4, or 8 hour classes.

Supplemental Custom Content NG911 GIS Training Videos

Video Length: 10 – 15 minutes, 20 – 30 minutes, 30 – 45 minutes, or 45 – 60 minutes - To Be Determined based on Need

The vendor will work with the State of Oklahoma to develop need based custom content NG 911 GIS training videos.   These videos will be developed on an as needed basis determined by the State of Oklahoma. Specific content of the video will be determined by State based on current needs and target audience. The Training Video will be done in a professional manner that will allow for video bookmarking based upon topic. The video will become the property of the State of Oklahoma and will be made available for viewing online from various

websites. Videos will be in the length of 10 - 20 mins, 20 - 30 mins, 30 - 45 min, or 46 - 60 mins.