



**State of Oklahoma  
Office of State Finance  
Information Services Division**

**Solicitation Notification**

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1. Solicitation: 3090000005

2. Solicitation Issue Date: 06/29/2012

3. Brief Description:

The ISD Procurement Division of the Office of State Finance is posting this Request for Information (RFI) on the behalf of the Oklahom Department of Emergency Management.

The Department of Emergency Management is requesting information regarding a system for credentialing emergency response personnel and equipment, tracking training, and identifying, tracking of emergency response resources.

See attached RFI for complete details.

4. Response Due Date: July 30, 2012

Time: 4:30 PM CST/CDT

5. Contracting Officer:

Name: Sandra Jackson

Phone: (405) 522-0269

Email: Sandra.Jackson@oem.ok.gov



Oklahoma Department of Emergency Management

RFI # 3090000005

6/27/2012

To: All Interested Vendors

Re: Request for Information (**This is not a solicitation**)

The State of Oklahoma, Department of Emergency Management, is requesting information regarding a system for credentialing emergency response personnel and equipment, tracking training and identifying qualified individuals, tracking of emergency response resources.

The State of Oklahoma invites all interested parties to submit a written response to this Request for Information (RFI). This RFI is being sought strictly for the purpose of gaining knowledge of services and supplies available with an estimate of their corresponding costs and **should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. No contract will result from any response to this RFI.**

Information submitted in response to this RFI will become the property of the State of Oklahoma.

The State of Oklahoma will not pay for any information herein requested nor is it liable for any cost incurred by the vendor. RFI responses must be received no later than 4:30pm, 7/30/2012, by mail or e-mail delivery to:

**USPS:**

Sandra Jackson  
PO Box 53365  
Oklahoma City OK 73152

**Other Mail Services:**

Sandra Jackson  
2401 N. Lincoln Blvd.  
Oklahoma City OK 73105  
**e-mail:** Sandra.jackson@oem.ok.gov

**phone:** 405-522-0269

**fax:** 405-521-4053

Any questions may be directed to the person listed above by email.

The Department appreciates your response to this request.

# REQUEST FOR INFORMATION

State of Oklahoma

## DEPARTMENT OF EMERGENCY MANAGEMENT

### Purpose and Objectives

A. The State of Oklahoma uses WebEOC® Professional as the documentation and management tool for OEM's coordination of preparedness, response, and recovery efforts across Oklahoma. This RFI is to expand the capabilities of WebEOC® to better serve the citizens of Oklahoma during and following disasters.

**B. This Is a Request for Information (RFI) Only.** This RFI is being issued solely for information and planning purposes; **it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future.** This RFI does not commit the State of Oklahoma or Oklahoma Department of Emergency Management (OEM) to contract for any supply or service whatsoever. Further, the State of Oklahoma and OEM are not at this time seeking proposals and will not accept unsolicited proposals. The State of Oklahoma is unable to fund any unbudgeted liability. Responders are advised that the State of Oklahoma and OEM will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the responder's expense. If a solicitation is released, it will be released by the Department Oklahoma State Finance/ISD Procurement, as required by state law, on their website: <http://www.ok.gov/cio/Procurement/Solicitations/>. It is the responsibility of potential offerors to monitor the Oklahoma State Finance/ISD Procurement website for additional information, should OEM proceed with an RFP.

C. This Request for Information will end on July 30, 2012. Clarification questions will only be accepted until July 14, 2012.

**D. Contracts from the State of Oklahoma are governed by this statement: TO THE EXTENT ANY LIMITATION OF LIABILITY CONTAINED HEREIN IS CONSTRUED BY A COURT OF COMPETENT JURIDICTION TO BE A LIMITATION OF LIABILITY IN VIOLATION OF OKLAHOMA LAW, SUCH LIMITATION OF LIABILITY SHALL BE VOID.**

E. 508 compliance is met as access to WebEOC® is accomplished through web browsers that are required to be 508 compliant.

F. Contractor must have experience in developing applications for WebEOC® Professional.

## G. State of Oklahoma Response and Recovery WebEOC Integration

### 1. Project Description

This project is a holistic approach to managing Oklahoma's Emergency Response and Recovery activities through a single system.

OEM envisions a system that, through WebEOC® Professional, incorporates at a minimum the following processes:

- a. Credentialing System:
  - i. That allows local jurisdiction representatives to enter Data into WebEOC via the internet using a web browser.
  - ii. This system will have required data fields that must be completed to save a data record.
  - iii. This system will have fields that are sensitive data and can only be viewed by local jurisdiction representative or others given permission.
  - iv. This system will include the capability to attach a photograph (image) to each individual's record.
  - v. This system data will include qualifications for State recognized positions.
  - vi. The system data will include an expiration date that will flag individual as not being credentialed and stop printing capability once expiration date is exceeded.
  - vii. This system will have the capability to mark an individual's record as not eligible for credentialing with a single action and such marked records cannot print a credentialing card. When the card associated with a record marked as not eligible is scanned, the system does not recognize the individual as having credential.
  - viii. This system will include an automated process that graduates Tier 1 credentials to Tier 2 credentials to Tier 3 credentials. This system will be based on qualifications entered into this system.
  - ix. This system needs to allow multiple jurisdictions to enter credentialing data for the same individual.
  - x. This system will include the capability to generate a Tier 1, Tier 2, or Tier 3 credential card utilizing multiple manufacturers' card printers. The credentialing card will at a minimum include Name, a photo, expiration date, Organization, Rank/Title, and a 2D barcode that contains basic information and qualifications of the individual.
  - xi. This system will allow the printing of credential cards at multiple locations by jurisdictions as needed, unlimited access for remote printing of cards.
  - xii. This system will have the capability to print credential cards while not connected to WebEOC® Professional.
  - xiii. This system will allow scanning of Drivers License to auto-fill data in the credentialing system.

- xiv. This system needs to integrate data in “legacy” credentialing systems, i.e. Salamader<sup>™</sup>, etc., into this system. This data flow needs to flow into this system and out of this system and into the “legacy” system. This will improve compatibility with previous credentialing systems used across Oklahoma.
  - xv. This system needs to be capable of uploading data from MS Excel and csv files.
  - xvi. This system needs to allow the entry of locally recognized qualifications.
  - xvii. The data in this system needs to be able to be queried or filtered based on any data field, and custom reports generated based on the data.
  - xviii. This system needs to be able to generate credential cards for each jurisdiction that has entered data associated with an individual.
  - xix. This system will be expanded in the future to include equipment.
- b. On Scene Accountability Tool:
- i. That allows local jurisdictions to scan a credential card’s 2D Barcode to check individuals and equipment in and out of an incident utilizing the information in the Credentialing System described above that is located in WebEOC<sup>®</sup> Professional.
  - ii. This tool needs to be mobile and able to be used without connectivity to WebEOC<sup>®</sup> Professional.
  - iii. The tool needs to be able to scan an Oklahoma driver’s license and pull previously entered credential data from WebEOC<sup>®</sup> Professional.
  - iv. This tool will track the time that the individual or equipment is on scene.
  - v. This tool will allow the addition of personnel or equipment into the WebEOC<sup>®</sup> Professional Credentialing System described above.
  - vi. This tool will generate a report for each disaster response that includes each resource checked-in and out of the incident, total time on scene and cost of resource on scene.
  - vii. This tool will also produce an accountability report of all resources on scene at any point in time.
- c. Training Management Tool
- i. This tool is a part of the Qualification System.
  - ii. That allows local jurisdictions to enter training data for personnel.
  - iii. This tool allows creation of new records for each individual in a jurisdiction and input of training and experience.
  - iv. This tool tracks Position Task Books from origination to completion.
  - v. This tool tracks training and education records, experience, and Position Task Books for each individual.
  - vi. This tool tracks progress in obtaining qualifications, including what is still needed to be fully qualified and determine that an individual is fully qualified for a position.
  - vii. This tool produces reminders for refresher courses and other certification and licensing renewals.
  - viii. This tool needs to be capable of uploading data from MS Excel and csv files.

- ix. This tool needs to be able to generate training record Transcripts for any individual entered into this system.
  - x. This tool can load qualification data into the Qualification System described in this RFI.
- d. Maintenance Record Tool
- i. That allows local jurisdictions to enter geographically referenced maintenance records of facilities into WebEOC.
  - ii. This tool needs to be mobile and able to be used without connectivity to WebEOC.
  - iii. This tool will track maintenance to facilities, including structures, bridges, culverts, roads, etc.
  - iv. This tool will include date, type, amount, and cost of maintenance.
  - v. This tool will allow filtering and querying of data.
  - vi. This tool will allow creation of custom reports by jurisdiction.
- e. Initial Damage Assessment Tool
- i. That allows OEM personnel to complete an Initial Damage Assessment and automatically complete detailed and summary reports to FEMA and State Standards.
  - ii. This tool will operate connected or not connected to WebEOC® Professional.
  - iii. This tool will allow the import of e-photos and will utilize e-photo metadata to locate and orient photos geographically.
  - iv. The tool will accommodate the input of geographically referenced data as required to complete FEMA and State Initial Damage and Preliminary Damage reports.
  - v. This tool will have the capability to upload the data to WebEOC® Professional when data is gathered while not connected to WebEOC® Professional and will directly input data to WebEOC® Professional when connected and data is entered.
  - vi. The tool will also include a measuring tool that will supply distance between a designated starting and ending point.
  - vii. This tool will generate detail and summary reports of the Initial Damage Assessment or Preliminary Damage Assessment.
  - viii. The data will be congregated by disaster as defined by OEM.
- f. WebEOC® Professional Board Building:
- i. Public Assistance Debris Monitoring process and boards that tie in with the various segments addressed above.
  - ii. Tracking of time worked by each debris monitor.
  - iii. Tracking of quantity and types of debris.
  - iv. This tool will allow querying and filtering of data.
  - v. This tool will allow for custom reports and complete debris monitoring FEMA forms.

2. These applications will allow unlimited users with unlimited access.
3. These applications will be developed off site with the vendor using their own software and hardware for development of the applications. Each completed application will be installed and tested at OEM's State Emergency Operations Center's WebEOC® Professional system at 2401 N. Lincoln Blvd., Oklahoma City. By having the development off-site, disruption of WebEOC® Professional's availability to the State Emergency Operations Center will be minimized.
4. It will be each responder's responsibility to determine how to integrate the above systems and tools into WebEOC® Professional.

## H. RFI Response Instructions

1. The State is asking all interested parties to submit a response containing the following information:

- Your interest in providing the services/supplies.
- A brief description of past experience providing similar services/supplies.
- Your opinion, based on your past experience, on whether the State has identified all the major components necessary to complete this project? If not, please provide information on other necessary components.
- A list of potential problems/risks that the State may encounter during this project, and any ideas or suggestions about how such problems/risks should be addressed in a solicitation.
- Your best estimated information on how each process would be accomplished, including specific methodology, hardware, connectivity, security, etc., and the estimated time frame in which each process would be accomplished.
- Your best estimated time frame for completing each part of the project.
- Your best estimated pricing for each part of the project.
- Your best estimate of annual maintenance costs for each application in this project.