

**ATTACHMENT A**  
**SOLICITATION NO. 0900000429**

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.

The Contract is awarded as a statewide contract for the Office of Management and Enterprise Services, on behalf of the Oklahoma Conservation Commission's Office of Geographic Information (OGI), is issuing a request for proposal for development and delivery of three (3) Next Generation 9-1-1 (NG911) GIS training classes 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 are two [2] 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.

Exhibit 2-Minimum qualifications, Course description, and Price sheet in excel format.

## **Exhibit 1**

### Exhibit 1 to Solicitation for 911 Training Contract

#### **Mandatory Minimum Requirements:**

##### **C. Oklahoma State Regional 9-1-1 GIS training**

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

- All training will be conducted in-person on site. Classroom size will be up to 30 people. 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 and all travel and lodging.
- Vendor will be responsible for identifying training locations (in coordination with the State), and scheduling training sessions. OGI will be contacting/enrolling potential students from lists provided by the State 911 Authority.
- This training will be focused on The State of Oklahoma Geographic Information NG911 and Addressing Standard (State Geographic Information Standard (GIS) available at [http://okmaps.onenet.net/address\\_standards.htm](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.
  - After each training session, the vendor will review with the OGI any materials that need to be updated due to lessons learned during the teaching of the course.
  - The vendor will be responsible for creating a student evaluation form that will be reviewed by the OGI Staff. Student evaluations will be reviewed with the vendor after each training session.
  - The State also requires that following the conclusion of the training delivery that course material will be reviewed and updated from lessons learned throughout the entire training suite.
  - The preparation time can be conducted via online video/audio meetings (WebEx) however; some meetings may require a face-to-face meeting.
  - 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.
  - The State reserves the right to record the training sessions and electronically distribute the training via multimedia outlets including State websites.

- The selected 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.

**B. Below are the classes that will be delivered along with the projected timeframe for delivery.**

Dates may be adjusted to reflect student and/or facility scheduling conflicts or other conditions that may arise.

**B-1 GIS Standard Concept training**

Number of Classes: eight (8) Classes

Class length: 4 hours

Delivery Dates: April 1, 2020 through June 30, 2020

Locations: Oklahoma City, McAlester, Lawton, Woodward and Tulsa regions

The GIS Standard Concept training class is intended to cover the Oklahoma NG9-1-1 GIS Standard (Standard can be found at [http://okmaps.onenet.net/address\\_standards.htm](http://okmaps.onenet.net/address_standards.htm)) and the various mandatory, conditional and optional components that are outlined in the Standard. 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 include details about doing the work in house versus hiring a third party to complete and maintain the 911 related GIS work.

**B-2 GIS Standard Applications training**

Number of Classes: 10 Classes (15-20 students)

Class length: 8 hours

Delivery Dates: April 1<sup>st</sup>, 2020 through July 31, 2020

Locations: Oklahoma City, McAlester, Lawton, Woodward and Tulsa regions

The GIS Standard Applications training class is intended to train a novice GIS user in the specific applications used to create the proper data sets that will meet the Oklahoma NG9-1-1 GIS standard. It should include concepts, processes and best practices that will help the student be successful in meeting or exceeding the standard. Training will be conducted in a hands-on computer lab setting. 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. The vendor will be required to include a very detailed, step-by-step simplistic training manual for the hands on training course.

**B-3** GIS Sustainability training

Number of Classes: six (6) Classes (15-20 students)

Class length: 4 hours

Delivery Dates: October 2020 through June 30, 2021

Locations: Oklahoma City, McAlester, Lawton, Woodward and Tulsa regions

The State of Oklahoma will be offering a portal that will allow for local jurisdictions to upload their local data to the State. The training will be specific to how a local jurisdiction will prepare their local data, process the local data using the Oklahoma NG 911 Validation Toolkit, decipher error reports that are received and then upload it to the State portal. The class will also go over expectations and timelines related to the process. Training will be conducted in a hands-on computer lab setting. 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.

Notes:

OGI handles registration through Survey123 link.

Schedule all classes at one time to allow schedule to be posted at the start.

Try to schedule class 2 and 3 so attendees can attend both in one trip.

Weather contingency