

REQUEST FOR PROPOSAL (RFP) OFFICER WELLNESS APP

**LOGAN POLICE DEPARTMENT
50 SOUTH MULBERRY STREET
LOGAN, OHIO 43138**

OCTOBER 3, 2022

1. SUMMARY AND BACKGROUND

House Bill 169 of the 134th General Assembly appropriated a total of \$75 million to provide grants to support communities that have experienced adverse impacts to First Responder personnel during the COVID-19 pandemic. Governor Mike DeWine designated ODPS/OEMA to administer this portion of American Rescue Plan Act (ARPA) funding.

This funding is utilized by law enforcement officers; 911 operators or dispatchers; to anonymously access on-demand wellness techniques, suicide prevention, resilience, physical fitness, nutrition, and any other behavioral health and wellness support. Funding for this project is available November 20, 2022, through December 31, 2024.

2. OFFICIAL MEANS OF COMMUNICATION

During the process for this RFP, all official communication with bidders will be via notices on the City of Logan website at <https://www.cityofloganohio.com/>. Notices may include any modifications to administrative or performance requirements, clarifications to requirements, and the announcement of the successful bidder. It is incumbent upon bidders to monitor the City of Logan website carefully and regularly for any such notices.

3. ADDENDUM OR SUPPLEMENT TO APPLICATION

If it becomes necessary to revise any part of this RFP, an addendum/amendment will be published on the City of Logan website <https://www.cityofloganohio.com/>. It is incumbent upon bidders to monitor the City of Logan website carefully and regularly for any such postings.

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

Publication of RFP on October 14, 2022.

Potential bidders may submit written inquiries to Capt. Ryan Gabriel at captain@cityoflogan.oh.gov. All inquiries shall be submitted by 4:00 PM EST on October 28, 2022.

All proposals in response to this RFP are due no later than 4:00 PM EST November 4 2022. Evaluation of proposals will be conducted from November 7, 2022, until November 11, 2022. The selection decision for the winning bidder will be made by November 17, 2022. Upon notification, the contract negotiation with the winning bidder will begin immediately. Notifications to bidders who were not selected will be completed by November 28, 2022.

Project Timeline:

Bidders should provide a development and implementation timeline in their submission. It is the Logan Police Department's goal that the app be implemented by January 1, 2023.

5. PROPOSAL GUIDELINES

Development of an online or mobile based application (app) for any Logan Police Department officer; or dispatcher. The app will provide on-demand wellness techniques, suicide prevention, resilience, physical fitness, nutrition, and any other behavioral health and wellness support.

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 4:00 PM EST on November 4, 2022. Any proposals received after this date and time will be returned to the sender. Submissions must be emailed to captain@cityoflogan.oh.gov. No mailed or hand delivered proposals will be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

6. VISION

The Logan Police Department Captain will be the designated administrator for the app. In addition to vendor content, the app should have the ability to incorporate resources shared by state and site administrators. All resources posted to the app will be categorized by which user group the materials are directed (materials can apply to more than one user group).

7. SCOPE OF WORK

- To be considered, proposals shall meet or exceed the following requirements:
- Designed to allow app administrators to post relevant content and approve content submitted by others for users to view and use at their convenience and anonymously
- Access to vendor provided content to address various wellness topics. (i.e., fitness, nutrition, financial, relationship, stress management, resiliency and more)
- Will contain self-assessment tools
- Accessible from the web or via the application
- Application shall be Apple and Android compatible
- Ability to curate agency, regional and statewide peer support teams
- Allows check-in referrals to peer support members
- Ability to serve a minimum of 25 users
- Ability to accommodate up to 2 agency sites
- Designed to aggregate and report de-identified or anonymous data and include analytics for peer support contacts, resource viewing trends and referrals
- Ability to create state and site-specific lists of resources with contact information
- Built in feedback loops, including app ratings, user comments, and surveys
- Ability for end users to submit resource suggestions to site administrators/content contributors
- Ability to link to existing, agency-specific apps

8. PROPOSAL REQUIREMENTS

- Bidders must adhere to the following proposal format:
- Cover letter
- Section 1: Proposal executive summary including product name, how the proposed solution meets the scope of work, description of the customer service model and technical support, and the vendors experience with this type of app development
- Section 2: Technical solution and description including software product name and recommended hardware and operating system platforms
- Section 3: Content development and vetting process
- Section 4: App access, data use, confidentiality, and security considerations, to include certification that no personally identifiable information will be collected or retained
- Section 5: Project management description including identification of the vendor project manager, description of implementation support and timeline, and recommendations for site-specific rollouts
- Section 6: Vendor section for additional information including a minimum of three (3) professional references
- Section 7: Pricing section including an itemized purchase and implementation fee structure, product and maintenance support pricing, training costs, and any additional fees over the duration of the project thru December 31, 2024, and subsequent renewals.
- Appendix A: Supplemental and collateral material
- Appendix B: Vendor software license agreements

9. MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the bidder prior to the established due date and time.

10. PROPOSAL CONTENT ACCEPTANCE

The contents of the proposal of the successful bidder will become contractual obligations upon notice to the successful bidder. Failure of the successful bidder to accept these obligations in a contract may result in cancellation of the contract.

11. GRANT APPLICATION CANCELLATION

The Logan Police Department reserves the right to cancel this RFP at any time, without penalty.

12. OWNERSHIP OF CONTRACT PRODUCTS/SERVICES

The Logan Police Department has the right to retain the original proposal and other RFP response materials for our files. As such, the Logan Police Department may retain or dispose of all copies as is lawfully deemed appropriate. The Logan Police Department has the right to use any or all information/material presented in reply to the proposal. The bidder expressly agrees that the Logan Police Department may use the materials for all lawful purposes; including, but not limited to, the right to reproduce copies of the material submitted for purposes of evaluation and to make the information available to the public in accordance with the provisions of the Public Records Act.

13. INCURRING COSTS

The Logan Police Department is not liable for any cost incurred by bidders prior to issuance of a legally executed contract or procurement document. No property interest, of any nature shall occur until a contract is awarded and signed by all concerned parties.

14. PROPOSAL REJECTION

The Logan Police Department reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of a proposal or all items proposed if deemed in the best interest of the Logan Police Department. Nothing compels the Logan Police Department to select the agency based solely on the lowest proposed cost. The Logan Police Department reserves the right to weigh a variety of relevant factors in selecting the agency.

15. TAX IDENTIFICATION NUMBER

The tax identification number provided must be that of the bidder responding to the RFP.

16. EVALUATION AND AWARD OF CONTRACT

The evaluation will identify the proposal that most effectively meets the requirements of this RFP and which is most beneficial to the Logan Police Department. The Logan Police Department Officer Wellness Committee will score proposals before making a recommendation to the Logan Police Department Chief of Police, who shall have SOLE and FINAL authority to determine the successful bidder.