**Request for Proposal (RFP) for Law Enforcement Policy and
Training Software and Technology Platform**

Introduction and Background: The Oklahoma Municipal Assurance Group (OMAG) is seeking proposals to provide a comprehensive law enforcement policy and training software and technology platform. This platform will help our member municipalities stay compliant with all state and federal regulations, provide real-time access and monitoring capabilities for OMAG, and offer technical assistance and support for 320 municipalities insured by OMAG.

OMAG is a public entity risk pool created in 1977 under the Interlocal Cooperation Act, 74 O.S. § 1001 *et seq.* to provide a means for cities and towns to jointly address insurance needs. It was designed to allow its members to govern OMAG by electing a Board of Trustees to set rates and premiums, to hire a Chief Executive Officer, and to provide policies and procedures to administer the mission of the group. Over 500 Oklahoma cities and towns participate in an OMAG insurance plan each year. In addition to providing liability, workers' compensation, and property coverages to our members across the State of Oklahoma, OMAG also provides value-added services to its members that include on-site training, matching grants, scholarships, and equipment to qualifying members. It is through these value-added services that OMAG is interested in providing a Law Enforcement Policy and Training Software and Technology Platform to its members.

Scope of Services: The selected provider will be responsible for delivering a technology platform for comprehensive policy management tailored to Oklahoma law enforcement agencies and jail facilities. The system must ensure all policies comply with the requirements set forth by the State of Oklahoma and the federal government, and include the following features:
- Policy creation, storage, distribution of policies, updates, and related training.
- All policies will be routinely reviewed and updated to ensure compliance with the latest court rulings and legislative changes, maintaining alignment with state and federal requirements. This process will ensure that all policies remain current, accurate, and constitutional.
- A policy compliance management system with tracking and reporting tools to ensure law enforcement agencies and jails acknowledge, issue, and maintain a documented history of policy adoption while verifying employee level acknowledgment of policy updates.
- A policy training management system with a comprehensive library of customizable training courses that tracks compliance and records employee level training.
- Quarterly review of departments policy implementation status of policies designated by OMAG.
- OMAG staff will have real-time access and monitoring capabilities, along with customizable reporting and analytics tools for policies and training.
- A mobile app designed for access to policy management and training.

- The policy and training management system(s) will remain securely accessible, with robust data security measures in place to protect sensitive information and ensure compliance with relevant regulations.
- Accreditation tracking based on requirements of accrediting body designated by OMAG.
- Technical assistance and support for 320 departments and jails.
- Integration with existing systems and data migration support.
- Onsite training at least twice a year.
- Collaboration with OMAG to provide marketing and outreach to members.

Cost Proposal: Vendors are required to provide a detailed cost proposal as part of their response to this RFP. The cost proposal should include a breakdown of all costs associated with the implementation and ongoing support of the law enforcement policy and training software and technology platform. Please provide the following information:

1. **Initial Setup Costs:** Include all costs related to the initial setup and configuration of the platform.
2. **Annual Subscription Fees:** Provide the annual subscription fees for the platform, including any tiered pricing based on the number of users.
3. **Training and Support Costs:** Detail the costs for training, technical assistance, and ongoing support, including additional onsite training sessions.
4. **Additional Features and Customization:** Outline the costs for any additional features or customization that may be required.
5. **Integration and Data Migration Costs:** Include costs for integrating the platform with existing systems and migrating data.
6. **Other Costs:** Specify any other costs that may be associated with the platform.

Please ensure that all costs are clearly itemized and explained. Vendors should also provide any available pricing options or packages that may be beneficial for OMAG and its member municipalities. Multiple service and cost structure options may be presented within a single proposal and are encouraged, as this will enable us to best determine a service and cost structure most suitable for us and our members.

Proposal Content: Proposals should include the following information:

- Company background and experience in providing similar solutions.
- Detailed description of the proposed services, including features and functionalities of policy compliance management and training system.
- Implementation plan, including timeline and key milestones.
- Training, technical assistance, and support plan for OMAG and its member municipalities.
- Cost proposal, including a breakdown of all costs associated with the implementation and ongoing support.
- References from similar projects.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Compliance with the RFP requirements.
- Experience and qualifications of the provider.
- Quality and comprehensiveness of the proposed services.
- Implementation plan and timeline.
- Cost-effectiveness.
- References and past performance.
- Capabilities of the system regarding administrative flexibility and tracking of member completion and acknowledgements.

Rights of OMAG: OMAG reserves the right to waive formalities, irregularities, and defects in any or all proposals, except as otherwise required by law. OMAG reserves the right to: reject any or all proposals; to reject portions of any or all proposals; to negotiate and execute or to not negotiate or execute a contract with any Proposer; and to solicit new or different proposals. OMAG reserves the right to negotiate and/or contract with one or more Proposers for all or a portion of any proposal or proposed services. OMAG will not be responsible or liable in any way for any costs incurred by any Proposer in the preparation of its proposal; for the presentation of its proposal; or for participation in any discussions or negotiations resulting from the proposal.

Timeline:
- Issuance of RFP: February 14, 2025
- Deadline to submit written questions about RFP: March 7, 2025
- Proposal receipt date: April 4, 2025
- Proposal evaluation period: April 7, 2025–April 11, 2025
- Vendor presentations (if necessary):   Wednesday, April 16, 2025
- Vendor selection: April 25, 2025
- Contract negotiation and finalization: May 16, 2025
- Project kickoff: July 1, 2025

Submission Instructions: Proposals must be submitted electronically to kkatz@omag.org by 5:00 PM CST on April 4, 2025. Late submissions will not be considered.

Contact Information: For any questions or clarifications regarding this RFP, please contact:

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