REQUEST FOR INFORMATION (RFI)

R23-019AL

CITY OF COLORADO SPRINGS

CSPD TRAINING ACADEMY RESOURCE SCHEDULING TOOL

Contact:
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ADMINISTRATIVE INFORMATION

1.1 PURPOSE

The City of Colorado Springs is soliciting information from the vendor community for a potential future solicitation. The City of Colorado Springs is interested in identifying vendors who provide SaaS systems that provide:

Scheduling tool for CSPD Academy classes and Pikes Peak State College. The software will enable scheduling of all resources needed for a training class in one area vs needing to find a resource in outlook and schedule. The software will need the ability to add Pikes Peak State College with permissions to schedule certain resources and adjust priority as needed.

It is the City's intent in issuing this Request for Information (RFI) to determine what qualified sources are available that can provide this service.

1.2 REQUESTS FOR INFORMATION DEFINITION

Responses to this RFI are considered <u>non-binding</u> and are only used to gather information to be used for budgetary and specification preparation purposes. It will also be used to determine the number of companies that exist in the industry for a possible future competitive procurement.

It is not the intent of the City to award a contract as a result of this RFI. However, in the event that the responses indicate little or no interest, the City reserves the right to pursue a competitive negotiation process or to consider an unsolicited proposal without issuing a formal RFP if it is in the best interest of the City. If this RFI determines that there are sufficient interested and qualified vendors/contractors and favorable monetary estimates, the City may issue a formal RFP (Request for Proposal) for these services. If an RFP is issued, then all firms that responded to this RFI will be added to our source list and will be formally invited to propose.

1.3 BACKGROUND & SCOPE OF SERVICES

The City desires to identify vendors that have the capacity to fulfill requirements as described in the attached Requirements List (Exhibit 1).

1.4 PROCEDURAL INFORMATION

Cut Off Date for Questions: **FEBRUARY 1, 2024, NO LATER THAN 5:00 PM MST**

Questions about the RFI must be submitted online to the BidNet portal at www.bidnetdirect.com. A written response to any inquiry may be provided in the form of an Amendment to the solicitation. Questions must be received no later than date and time listed above.

Requests for information, technical support and procedural information shall be addressed to:

Alyssa Lee
Alyssa.Lee@Coloradosprings.gov

DO NOT CONTACT ANY OTHER INDIVIDUAL AT THE CITY OF COLORADO SPRINGS REGARDING THIS SOLICITATION.

The only acceptable method of submitting questions is submitting via BidNet. Emails, Faxes or physical mail delivery are not acceptable.

Amendments to this RFI may be issued at any time prior to the time set for receipt of submittals. The City will post all addenda on www.bidnetdirect.com. It is the respondent's responsibility to check the website for posted addenda.

1.5   RESPONSE SUBMISSION

Responses should be prepared simply and economically while still providing pertinent details of the vendor's ability to meet the requirements specified in this document (or portions thereof) and as stated below. At a minimum they should include the following information:

1.   Company name, address, phone number and e-mail address of the contact person.

2.   Short biography of company.

3.   Description of how the company would approach this project. In the description of approach, please be sure to include:

     a.   What data the City would need to provide to complete this project;

     b.   Ability to comply with Exhibit 1 - Requirements

     c.   Suggested revisions to Requirements; and,

     d.   Description of architectural landscape of the proposed solution.

4.   Budgetary estimate for service support and any associated costs (i.e. engineering, implementation, maintenance, etc.). For each different approach presented, include costs variants as needed if there are multiple approach options.
5.   References: provide the names and locations of at least three (3) references at which your company has provided similar services and requirements. Indicate if your company has been awarded other contracts from a federal, state or local government entity.

Responses will be accepted by the Procurement Services Division through **February 8, 2024 2023 at 2:00PM MST. Responses must be submitted electronically within www.Bidnetdirect.com.**

Identification of Information:

Information shall be submitted electronically with the solicitation number, date for submission of offer and the offeror's name clearly marked on the cover sheet of the proposal.

1.6   COST OF RESPONSES
The City of Colorado Springs is not liable for any cost incurred by vendors in preparing their response. Respondents may be asked to clarify or expand upon information provided.

1.7   PROPRIETARY INFORMATION

If a response contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this response, all such information must be indicated with the following or similar statement:

"The information contained on pages _____, _____, and _____ shall not be duplicated or used in whole or in part for any purpose other than to evaluate the response provided. If a contract is awarded to this firm as a result of the submission of such information, the City of Colorado Springs shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the City of Colorado Springs' right to use the information herein if obtained from another source."

All such nondisclosure items specified in the response shall be subject to disclosure as provided in the Colorado Open Records Act (CORA) or as otherwise provided by law.

1.8   RESPONSE MATERIAL OWNERSHIP

All material submitted in response to this RFI becomes the property of the City of Colorado Springs except for software products that are made available for demonstration purposes and proprietary material.

EXHIBIT A - REQUIREMENTS

The City of Colorado Springs is interested in SaaS systems that provides scheduling capabilities for academy recruit classes to included instructors and resources needed.

ID	Requirement	Supporting Information	Priority
1	Ability to share ownership of the calendar on the PPSC range scheduling	Multiple entities with varying priority levels can schedule class time on shared ranges. PPSC has priority over resources (classrooms and ranges) located on the PPSC Campus.	Must Have
2	Ability to schedule resources individually or for class duration (Resources may include but are not limited to, instructors, classrooms, range time, skid pads, gym and equipment.)	New academy classes can be scheduled for class duration using the resources needed to complete training requirements. If changes need to be made the system should allow the ability to schedule resources as one time use.	Must Have
3	Academy classes can be scheduled for resources and training personal for entire 26-to-28-week duration	The system will know the prepopulated training requirements and create a schedule and book resources as needed.	Must Have
4	Ability to schedule up to a year ahead of time for multiple classes or additional needs	Classrooms, resources, and instructors and be scheduled out for a full class up to a year out	Must Have
5	Ability to limit access on who can schedule in a room at the training academy	Outside entities (outside of PPSC resource) would require deconfliction with the training academy	Must Have
6	Software allows a user to review where groups are at any given time	Post has codes for classes that require a certain number of hours. These codes are used during an audit.	Must Have
7	Ability to create unique Training Days as well as class hours	Allows hours to be tracked by what training is being taken that day. For example, a Reality Based Training Day may include arrest control hours, special population hours, de-escalation hours, etc.	Must Have
8	Software to calculate and summarize total number of hours across a given period	System should be able to tell training staff how many hours are scheduled or complete by that class code. One class may count hours toward multiple class codes. For example, a Reality Based Training Day may include arrest control hours, special population hours, de-escalation hours, etc. depending on the scenarios recruits are tasks with. The system needs to needs to add up all the different class codes	Must Have

9	Ability to run reports	Reports could be run against trainer assigned, academy class, or resource	Must Have
10	Ability to show a snapshot schedule on a TV or computer	members of the training academy can view current classes and the resources they are using that day/week/month	Must Have
11	Ability to click on the schedule and pull up details or live video	Training classes are recorded, a member of the training academy can open the schedule, click on a class or resource and view the classroom in real time. Recordings are current created and stored in Milestone.	Could Have
12	Ability to audit who entered the calendar and who modified with a date and time set	Changes can be monitored and understood for priorities and data collection	Must Have
13	Ability to Add priority to users and/or academy classes	If a user or class needs a resource the system can automatically reprioritize the schedule of resources across multiple academy classes	Must Have
14	Notify Users of changes	If a resource is reprioritizes and needs deconfliction or rescheduling, the system should send an e-mail to the originator alerting them to the change	Must Have
15	Ability to add and modify resources as needed	As additional resources become available, CSPD will require the ability to add or modify resources like ranges, classrooms, skid pads, community rooms, etc.	Must Have
16	Ability to add instructors	Instructors can be assigned to classes and resources	Should Have