REQUEST FOR PROPOSAL (RFP)
SECTOR E-Learning

WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS
3060 WILLAMETTE DRIVE NE
LACEY, WA 98516

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JUNE 8, 2018

1. **SUMMARY AND BACKGROUND**
   The Washington Traffic Safety Commission (WTSC) has awarded The Washington Association of Sheriffs and Police Chiefs (WASPC) grant funding to implement eLearning modules for the SECTOR program. Historically this training has been in-person with restrictions on frequency and location.

2. **PROPOSAL GUIDELINES**
   Development of a SECTOR eLearning resource for law enforcement and prosecutors. This will include all of the major elements currently delivered in the 2-day in-person training. Emphasis on adult and eLearning principals should be included in the proposal.

   The successful bidder will be granted access to WASPC's iSpring Learning Management System. The completed eLearning training will be in SCORM format and will be Section 508 and WACAG 2.0 compliant, to the extent possible.

   This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm PST July 13, 2018. Any proposals received after this date and time will be returned to the sender. Submissions must be emailed to tpeterson@waspc.org. 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.

3. **PROJECT PURPOSE AND DESCRIPTION**
   The purpose of this project is to develop an eLearning training that will keep participants engaged and ensure that they are retaining the information presented. There should be knowledge checks throughout the course. The subject is specific to the SECTOR program used in Washington to issue traffic tickets, document collisions and complete various forms. Users can auto populate information for individuals and vehicles from the by scanning a barcode on the corresponding document (i.e. driver's license and vehicle registration).

   The current training consists of 2 days of lecture, demonstration and practical application. Creating a way for people to learn the program from their own office will save training money and time for departments across the state. The successful bidder will create eLearning modules based on existing content.

   Successful bidder will be required to complete the existing training and learn how to operate the program by attending the existing training.

   The recommended structure is as follows, although WASPC is open to alternate approaches:

Users will contact WASPC to register for training, and based on role, WASPC will assign track or classes

There will be multiple modules:
- Intro: What is SECTOR? .25 hrs.
- Client Workspace – Est. .25 hrs.
- Collisions (including x/y) – Est. 1 hrs.
- Tickets - Est. 1 hrs.
    - Prosecutor (certain users only) - Est. .5 hrs.

Additional optional modules:
- Tow/impound - Est. .5 hrs.
- Back office - Est. .5 hrs.
- DUI - Est. 1 hrs.
    - DUI DRE's (certain users only) - Est. .25 hrs.
- Collision report reviewer - Est. .25 hrs.

Modules have a recommend order; however, can be taken individually. Need the ability to add modules, and modify existing modules. Ideally, WASPC could do this, but it could also be contracted out.

Knowledge checks should be an integral part of the modules, with multiple checks in each module if longer. Results are recorded, and users cannot proceed without demonstrating understanding. Users should be taken back to areas for further review as needed. Once all modules are complete, a certificate is generated and email notification is sent to SECTOR admin for tracking.
WASPC will provide a content expert to work directly with the contractor to develop the content, up to 20 hours. Contractor will have to create the visual and audio content of the training.

Modules needs to be as interactive as possible, as if the user was actually working in the SECTOR system, including the "scanning" of a license. Access to the SECTOR training environment could be made available.

4. **REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

Informational Webinar:

A webinar will be held on July 3, 2018 at 9:30 AM. Additional information on the webinar can be found at http://www.waspc.org/sector-training-information. This webinar will provide additional project information; highlight the existing training materials; and allow interested bidders to ask clarifying questions.

Request for Proposal Timeline:
All proposals in response to this RFP are due no later than 5pm PST July 13, 2018.

Evaluation of proposals will be conducted from July 16, 2018 until July 27, 2018. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than August 1, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by August 31, 2018.

Notifications to bidders who were not selected will be completed by August 31, 2018.

Project Timeline:
Project initiation and planning phase should be completed by September 28, 2018.

The planning phase will determine the timeline/schedule for the remaining phases of the project.

5. **BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:
- Description of experience in planning and building eLearning modules
- Description of experience in adult learning
- Description of experience in law enforcement training
- Examples of training created for adult eLearning
- Professional References (3 minimum)