

**STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
REQUEST FOR INFORMATION
DHSMV RFI 001-14**

**ADMINISTRATION OF FLORIDA HIGHWAY PATROL
OFF-DUTY POLICE EMPLOYMENT**

1. REQUEST FOR INFORMATION

The Florida Department of Highway Safety and Motor Vehicles (DHSMV) is seeking project implementation information regarding available solutions designed to schedule and administer Off-Duty Police Employment (ODPE) worked by sworn law enforcement members (troopers) of the Florida Highway Patrol (FHP). If procurement is decided, it will be a multi-year contract with full administrative responsibilities with regards to ODPE compliance with FHP rules and policies. All responses to this Request for Information (RFI) issued by the DHSMV regarding administration of Florida Highway Patrol Off-Duty Police Employment must encompass the following core components.

2. BACKGROUND/CURRENT BUSINESS PROCESS

The FHP is a law enforcement agency with jurisdiction throughout Florida. The FHP consists of twelve (12) troops: nine (9) Patrol Bureau troops based on geography, one (1) that serves the Florida Turnpike and two (2) Bureau of Commercial Vehicle Enforcement troops serving the Northern and Southern Regions of the state. There are one thousand nine hundred forty-six (1,946) sworn law enforcement positions.

The FHP permits its troopers to engage in ODPE that is regulated by FHP Policy 5.08, Off-Duty Employment and FHP Policy 5.10, Escorts for Over Dimension Vehicles or Toxic/Hazardous Carriers. ODPE includes employment by private sector businesses and individuals and is defined in policy as:

“Secondary employment undertaken while in other than duty status which entails actual or potential use of police authority and requires vested police powers as a condition of employment. The definition encompasses those who schedule off-duty police employment”.

Click on the below links to view the respective FHP policies:

FHP Policy 5.08, Off-Duty Employment:

<http://www.flhsmv.gov/fhp/Manuals/0508.pdf>

and

FHP Policy 5.10, Escorts for Over dimension Vehicles or Toxic/Hazardous Carriers:

<http://www.flhsmv.gov/fhp/Manuals/0510.pdf>

Under the current system, management of ODPE (including scheduling of troopers and payment of earnings) is handled in a variety of methods. In some cases, schedulers contract with an ODPE employer and handle scheduling and payment to troopers. In other cases, the ODPE employer may pay FHP troopers directly. Schedulers may or may not be FHP employees. FHP maintains oversight by requiring that ODPE employers desiring to hire troopers meet specific guidelines and be approved in advance. FHP also requires troopers working ODPE and Schedulers to submit a variety of reports. For purposes of this RFI, an ODPE Employer is defined as a private entity contracting with troopers for off-duty law enforcement services.

ODPE employment opportunities last for varying lengths of time from a single day event to recurring jobs that last the entire year.

Currently, the entire ODPE process is a paper-driven system with no central repository for all ODPE related data, making the compilation of data for reporting purposes difficult and labor intensive. A centralized management model encompassing the entire process from receiving a request, the approval and scheduling process to the payment of troopers would increase the overall efficiency of the program and provide for more accurate reporting. Additionally, it would reduce the administrative time law enforcement managers spend reviewing and approving the requests, reports and remittances.

3. GOALS

The objective of this project is to locate a vendor capable of developing and managing a no-cost to the Department system which has the ability to schedule officers for off-duty police employment. The system must be capable of integrating with existing systems, must allow potential ODPE employers the ability to request services on-line and be notified of the status of the request. The system must also be capable of allowing potential ODPE employers the ability to upload any required documents related to their request as required by the Department. The system must be wholly owned and operated by the vendor and be operated in compliance with FHP rules and policy. The intent of locating a vendor to provide this system is to relieve all current FHP employees and those not authorized or monitored by FHP of scheduling and other administrative duties regarding ODPE.

Complete management of the ODPE program would include, at a minimum, but not be limited to:

- Enforcing compliance with all FHP rules and policies regarding ODPE
- Ensuring the administration of ODPE for FHP troopers is provided in accordance with the intent of FHP Policy 5.08, Off-Duty Employment and FHP Policy 5.10, Escorts for Over dimension Vehicles or Toxic/Hazardous Carriers
- Ensuring ODPE employers are approved by appropriate FHP Command personnel prior to the start of work
- Entering into agreements with ODPE employers
- Electronic scheduling system of troopers in a fair and equitable manner consistent with requirements set by FHP
- Providing a method for filling shifts that a scheduled trooper unexpectedly cannot fulfill
- Providing a payroll system to pay troopers for off duty services rendered
- Remittance of appropriate funds to FHP, including vehicle use fees and administrative fees if required

- Ensuring appropriate individual tax obligations are tracked and forms completed and distributed to troopers
- Ensuring all Vendor employees meet Criminal Justice Information Services (CJIS) security requirements
- Ensuring sufficient levels of security to protect confidential information
- Provide a central repository for all ODPE related activities statewide
- Monitoring ODPE employers for appropriate worker's compensation and other coverage
- Providing routine and ad-hoc reporting capabilities to FHP supervisors and managers
- Developing a web based program to allow troopers and potential ODPE employers access
- Provide a no cost solution to the DHSMV to provide administration of ODPE

4. RFI PROCESS

Responses to this RFI will be reviewed by the Department for informational purposes only and will NOT result in the award of a contract. Any request for project development is for planning purposes only and may be used to develop a subsequent solicitation to provide administrative services for ODPE. Vendors submitting a response to the Department's Request for Information are not prohibited from responding to any related subsequent solicitation.

5. RESPONSE FORMAT

Responses to this Request for Information will be typed, formatted to follow the paragraphs in this section, and contain the information identified below:

A. Overview:

- 1) A description of the Vendor's understanding and approach to accomplish the goals described in Section 3 entitled "Goals"
- 2) A description of the suggested solution
- 3) An explanation of why the suggested solution was chosen

B. Product Components – Provide a detailed list of resources and processes available to support administration of ODPE including additional partners or services that would be required.

C. Functionality – Provide narrative of the system functionality as it relates to:

- 1) Security
- 2) Licensing
- 3) User Interface
- 4) Level of component integration

D. Proposed Implementation/Maintenance – Provide the following details for the proposed solution:

- 1) An overview of the implementation process and its complexity along with a realistic estimate of the timeframe required for implementation phase
- 2) The complete level of effort to implement the system as proposed
- 3) The requirements (both financially and staffing related) to maintain the system

- E. Vendor Background – Provide the following information about your company and proposed partner(s), if applicable:
- 1) A history of the proposed application
 - 2) Your market presence in the United States
 - 3) Any experience working with government agencies
- F. The Department’s intent is to identify potential professional service providers that can fulfill functional requirements to administer ODPE. Respondents should address all of the needs listed above.

6. RESPONSE SUBMISSION

Respondents to this RFI shall submit eight (8) hard copies and one (1) electronic copy of its response. The electronic format shall be submitted on CD/DVD-ROM. The software used to produce the electronic files must be Microsoft Word 97 and/or Excel 97 or newer. These electronic files must be logically named and easily mapped to the hard copy submittal. The electronic media must be clearly labeled in the same manner as the hard copy.

The respondent shall also submit an electronic redacted copy of the response suitable for release to the public. Any confidential or trade secret information covered under Section 812.081, Florida Statutes, should be either redacted or completely removed. The redacted response shall be marked as the “redacted” copy and contain a transmittal letter authorizing release of the redacted version of the response in the event the Department receives a public records request.

Responses must be sent via mail to:

Florida Department of Highway Safety and Motor Vehicles
 Attention: Jenny Marshall
 Bureau of Purchasing and Contracts
 2900 Apalachee Parkway, MS 31
 Tallahassee, FL, 32399-0500
 Phone: (850) 617-3203

7. RFI TIMELINE

Responses must be in accordance with the timeline below, and must address each RFI request/question(s) point by point.

July 3, 2013	RFI posted on Vendor Bid System (VBS)
July 19, 2013	Vendor Questions Due, no later than 3:00 PM Eastern Time
July 29, 2013	DHSMV Post Responses to Questions
August 15, 2013	Vendor Responses Due, no later than 2:30 PM Eastern Time
September 3, 2013	Schedule Vendor Demonstrations (if applicable)
September 16, 2013	Begin Vendor Demonstrations (if applicable)

8. QUESTIONS

Please feel free to contact the DHSMV with any questions regarding this Request for Information. Questions must be directed to Jenny Marshall via email at: JennyMarshall@flhsmv.gov

9. DEMONSTRATIONS

If after receiving vendor responses, it is determined a vendor demonstration is necessary, the Department will allocate time during the week of September 16, 2013 for presentations, or at another time designated by and at the discretion of the Department. The purpose of this presentation will be for the vendor to provide a demonstration of the product, and any information that they believe will be of value to the Department.

10. PROPRIETARY INFORMATION

Any portion of the submitted response which is asserted to be exempt from disclosure under Chapter 119, Florida Statutes, shall be clearly marked "exempt", "confidential", or "trade secret" (as applicable) and shall also contain the statutory basis for such claim on every page. Pages containing trade secrets shall be marked "trade secret as defined in Section 812.081, Florida Statutes". Failure to segregate and identify such portions shall constitute a waiver of any claimed exemption and the Department will provide such records in response to public records requests without notifying the respondent. Designating material simply as "proprietary" will not necessarily protect it from disclosure under Chapter 119, Florida Statutes.

11. VENDOR COSTS

Vendors are responsible for all costs associated with the preparation, submission, and any potential demonstration or meeting to discuss this Request for Information. The State of Florida, Department of Highway Safety and Motor Vehicles will not be responsible for any vendor related costs associated with responding to this request.