

**REQUEST FOR PROPOSAL (RFP)
OFFICER WELLNESS APP**

**WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS
3060 WILLAMETTE DRIVE NE, SUITE 200
LACEY, WA 98516**

JUNE 10, 2022

1. SUMMARY AND BACKGROUND

The Washington State Legislature has allocated funding to the Washington Association of Sheriffs and Police Chiefs (WASPC) to establish and coordinate an online or mobile-based application (app) for any Washington law enforcement officer; 911 operator or dispatcher; and any other current or retired employee of a Washington law enforcement agency; and their families, to anonymously access on-demand wellness techniques, suicide prevention, resilience, physical fitness, nutrition, and any other behavioral health and wellness supports¹. While not included in the proviso language, the app shall also be available for any current or retired employee of a Washington city, county or regional correctional facility. Funding for this project is available July 1, 2022 to June 30, 2023. Up to \$850,000 is available for the development and implementation of the app, including content development.

2. OFFICIAL MEANS OF COMMUNICATION

During the process for this RFP, all official communication with bidders will be via notices on the WASPC website at <https://waspc.memberclicks.net/law-enforcement-wellness-app>. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the successful bidder. It is incumbent upon bidders to carefully and regularly monitor the WASPC website for any such notices.

3. ADDENDUM OR SUPPLEMENT TO APPLICATION

In the event that it becomes necessary to revise any part of this RFP, an addendum/amendment will be published on WASPC website at <https://waspc.memberclicks.net/law-enforcement-wellness-app>. It is incumbent upon bidders to carefully and regularly monitor the WASPC website for any such postings.

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**Request for Proposal Timeline:**

- Publication of RFP on June 10, 2022.
- Potential bidders may submit written inquiries to Terrina Peterson at tpeterson@waspc.org. All inquiries shall be submitted by 4:00 PM PDT on June 24, 2022.
- Responses to written inquiries will be posted at <https://waspc.memberclicks.net/law-enforcement-wellness-app> by 4:00 PM PDT on July 1, 2022.
- All proposals in response to this RFP are due no later than 4:00 PM PDT July 8, 2022.
- Evaluation of proposals will be conducted from July 11, 2022 until July 22, 2022. Bidders will be invited to make a 30-minute presentation to the WASPC Officer Wellness and Resilience Committee on July 20, 2022. WASPC will notify bidders of their presentation time by 4:00 PM PDT on July 13, 2022.
- The selection decision for the winning bidder will be made by August 1, 2022.
- Upon notification, the contract negotiation with the winning bidder will begin immediately. Notifications to bidders who were not selected will be completed by August 5, 2022.

Project Timeline:

Bidders should provide a development and implementation timeline in their submission. It is WASPC's goal that the app be implemented by January 15, 2023.

¹ [ESSB 5693\(218\)\(25\)\(b\)](#)

5. PROPOSAL GUIDELINES

Development of an online or mobile based application (app) any Washington law enforcement officer; 911 operator or dispatcher; and any other current or retired employee of a Washington law enforcement agency; any current or retired employee of a Washington city, county or regional correctional facility; and their families. The app will provide on-demand wellness techniques, suicide prevention, resilience, physical fitness, nutrition, and any other behavioral health and wellness supports.

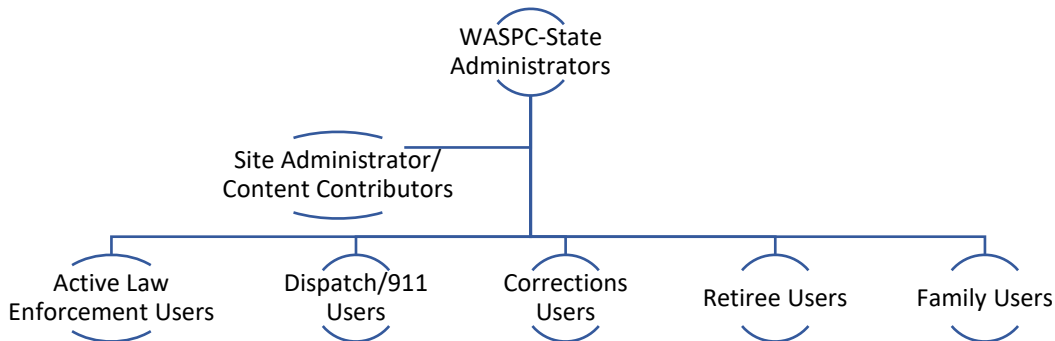
This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 4:00 PM PDT on July 8, 2022. Any proposals received after this date and time will be returned to the sender. Submissions must be emailed to tpeterson@waspc.org. No mailed or hand delivered proposals 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

WASPC will be the state designated administrator for the app. Local law enforcement agencies may opt to have an agency specific site with agency specific resources. Agencies that opt to have an agency specific site, will be required to identify a site administrator/content contributor. In addition to vendor content, the app must have the ability to incorporate resources shared by state and site administrators. Materials posted by site administrators will be published to the state resources, unless the agency, or WASPC, determines the information to be site specific. Whenever resources are published to the app by a site administrator, the information will be reviewed by the state administrator. 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). Users should not have to log in or create an account to access materials; however, access to the app will require an access code.



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 and 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 20,000 users
- Ability to accommodate up to 250 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 state and 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 June 30, 2022 and subsequent renewals.
- Appendix A: Supplemental and collateral material
- Appendix B: Vendor purchase contract consistent with WASPC's general contract terms and conditions (WASPC's general contract terms and conditions to be posted to <https://waspc.memberclicks.net/law-enforcement-wellness-app> by 4:00 PM PDT on July 1, 2022)
- Appendix C: 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

WASPC reserves the right to cancel this RFP at any time, without penalty.

12. OWNERSHIP OF CONTRACT PRODUCTS/SERVICES

WASPC has the right to retain the original proposal and other RFP response materials for our files. As such, WASPC may retain or dispose of all copies as is lawfully deemed appropriate. WASPC has the right to use any or all information/material presented in reply to the proposal. The bidder expressly agrees that WASPC 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

WASPC 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

WASPC 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 WASPC.

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 WASPC. The WASPC Officer Wellness and Resilience Committee will score proposals and bidder interviews before making a recommendation to the WASPC Executive Director who shall have SOLE and FINAL authority to determine the successful bidder.