

**OHIO ATTORNEY GENERAL'S OFFICE
REQUEST FOR QUALIFICATIONS (RFQ)**

**Ohio Peace Officer Training Academy (OPOTA)
Regional Training Providers**

RFQ NUMBER: AGO-OPOTA-1121

November 8, 2021

Responses must be submitted no later than the deadline via email to:

Procurement@OhioAGO.gov

On or before:

December 6, 2021 at 2:00 PM, Eastern Time

Request for Qualifications (RFQ)

Ohio Peace Officer Training Academy (OPOTA)

Regional Training Providers

1.0 Overview

Ohio law enforcement leaders and officers have consistently requested access to training close to home by trusted experts and practitioners. In response to 2022 demand for the largest Ohio investment in continuing professional training of Ohio's law enforcement professionals, Ohio Attorney General (AGO) Dave Yost has directed the Ohio Peace Officer Training Academy (OPOTA) to increase capacity to deliver OPOTA-certified advanced law enforcement training regionally throughout Ohio using high-quality certified instructors in high-standard facilities.

As a result, the Ohio Peace Officer Training Academy is soliciting interest from qualified and capable public sector training and educational providers to deliver OPOTA-certified Advanced Training. Up to five regional providers (Northwest, North Central, Northeast, Southwest, Southeast), each a Regional Training Provider, will be selected. OPOTA London will continue to deliver OPOTA Certified-Advanced courses in central Ohio.

Entities selected as a Regional Training Provider will be permitted to offer a variety of courses traditionally only offered by OPOTA. Approved courses offered by selected entities will be listed as OPOTA courses in OPOTA's online catalog, registration for the courses will occur through OPOTA's online registration system, upon successful completion of the course students will receive an OPOTA certificate, and a record of the trainings will appear in the student's official OPOTA transcript.

In addition to offering courses that historically have been only available through OPOTA, training providers who currently offer advanced training, or wish to develop advanced training, will be able to apply to have courses designated as OPOTA-approved courses. Upon successful completion of an OPOTA-approved course, students will receive an OPOTA certificate, and a record of the trainings will appear in the student's official OPOTA transcript.

The following sections of this document list the qualifying criteria and detail the requirements for consideration. For calendar year 2022, the pilot year of this initiative, only one Regional Training Provider will be selected from each Ohio region. The selected Regional Training Providers will receive the majority of course fees for each course (example provided below) and OPOTA's new online course registration portal will serve as the administrative backbone to officer registration. In short, the Regional Training Providers will only need to schedule the course and instructors and deliver the training. Courses will follow the OPOTA developed Advanced course curriculum, or curriculum developed by Regional Training Providers and pre-approved by OPOTA's curriculum/legal staff.

Advanced law enforcement courses which qualify for continuing professional training (CPT) will not be impacted, regardless if they are delivered by OPOTA or an approved OPOTA Regional Training Provider. Agencies and providers may continue to provide advanced law enforcement training but as before, that training will not result in an OPOTA Advanced Training Certificate unless it is provided by OPOTA or now an OPOTA Regional Training Provider.

Following the submission deadline of December 6, 2021, an AGO evaluation team will recommend selected Training Providers in each region, and then related contracts, in the form of Memorandum of Understandings (MOU), will be developed.

The goal of the Ohio Attorney General (AGO) Dave Yost and the Ohio Peace Officer Training Academy (OPOTA) is to implement course delivery in early 2022 in time to meet expected CPT demand for in-person courses. The criteria/application form is attached.

OPOTA will continue to offer a wide variety of CPT courses both in person and online. Additionally, as previously highlighted, agencies can continue to request preapproval of CPT courses conducted by their agency or through other qualified providers. Regional Training Providers selected will supplement, not replace, traditional methods of delivering CPT throughout Ohio.

Unsuccessful organizations, may apply for future solicitations for Regional Training Providers issued by the AGO on behalf of OPOTA.

1.1. Reference Material Website

Reference materials related to this RFQ will be available on the State of Ohio Procurement website. The website address is linked from www.ohioattorneygeneral.gov/Business/Services-for-Business/RFQ. The AGO anticipates the website to provide the following:

- RFQ Documents – Copy of this RFQ and any Attachments.
- RFQ Communication – Any documentation related to addenda to the RFQ, questions and answers, and other announcements.
- Addenda – Contains any addenda or amendments to the RFQ or other documentation.
- Questions and Answers – Contains copies of all questions and answers regarding the RFQ or other related documents.
- Editable RFQ Forms – Any editable copies of forms and tables found in the RFQ and required in the offeror’s response.

Unless the AGO advises differently, all contact is to be in writing using the State of Ohio Procurement site. All inquiries and responses will be posted to the same web site. The due date for any inquiry within the intent and scope of this RFQ must be received by the RFQ Inquiry Deadline Date/Time found in the Response Submission Instructions.

1.2. Schedule of Events and Deadlines

The AGO will orient the procurement to the dates indicated in the table below.

1	Regional Training Provider RFQ Released	November 8, 2021
2	RFQ Inquiry Deadline Date/Time: Inquiries must be submitted by no later than 8:00 a.m. Eastern Time on the specified date.	November 12, 2021 8:00 AM

3	RFQ Response Deadline Date/Time: Applications must be received from offerors no later than 2:00 p.m. Eastern Time on the specified date.	December 6, 2021 2:00 PM
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2.0 Response Submission Instructions

Response preparation instructions relative to form and manner are provided in the subsections below. Submission requirements are also provided below. Specific content requirements are provided in Section 3.0, Required Response Content - Applications.

Organizations responding to this RFQ understand and acknowledge that a response does not guarantee a contract with the AGO.

Interested organizations must submit a complete, signed application, which at a minimum, should include all of the fillable pages of the Regional Training Provider application needed to respond to one or more of the training categories. Additional information, descriptions or samples required by the Regional Training Provider application may be included as attachments in the organization's response. Applications must be signed by a representative authorized to bind the organization.

All applications and attachments must be submitted no later than 2:00 p.m., eastern time, December 6, 2021 via email, titled "Regional Training Provider Application" to: Procurement@OhioAGO.gov.

When submitting applications and files, organizations should note the following:

- All attachments should be in PDF format, unless directed differently by this document.
 - When directed, other file types may be attached but only the following file extensions will be allowed: .docx, .xlsx, .zip.
- It's recommended that you download and save the PDF application to your computer or network drive, then open it with Adobe Reader/Acrobat to fill. You can either type information directly into each field or cut and paste text from your own word processor.
- You can save your data and re-open the file later to modify or enter additional information. Once the application is complete and you are ready to submit, it's recommended you save and send a non-editable copy of the application.
 - In Adobe Reader/Acrobat you can save the PDF application as a read-only copy using the Fill & Sign Tool in the application. After completing the application, add a signature on the first page and save the file. By doing so, you will no longer be able to edit the existing the form fields.
- Email body and attachments combined cannot exceed 18 MB. Be sure to break up the submission into parts that are small enough to meet this requirement. This will prevent rejections by the email server and the resultant lost time from responding to and resending failed submissions.
- If the attachment cannot be parsed into small segments and emailed separately, contact the AGO at the email address above well in advance of the required time and date specified for another method of file transfer or proposal submission. Any late submission will not be evaluated for award.

2.1. General Response Requirements

This subsection provides specific information and requirements that apply to the response overall. “Organizations”, “Contractor” and “Offeror” means the proposer who is qualified to submit a response under the terms of this RFQ.

2.1.1. Discrepancies

If an organization believes that the requirements in these instructions contain an error, omission, a conflict internal to this RFQ, or are otherwise unsound, the organization should notify the AGO via the online inquiry process provided in this RFQ, with supporting rationale. Failure to notify the AGO will irrevocably waive an organization’s claim that substance hinges on an error, omission, a conflict internal to this RFQ or unsound instructions brought after an organization has submitted a response.

2.1.2. News Releases

The organization must make no news releases, social media posts, or public facing announcement pertaining to the award of this RFQ without prior approval by the AGO.

2.1.3. RFQ Response Validity Period

The organization must provide a response that is valid for a minimum of 6 months from the response due date.

3.0 Required Response Content - Regional Training Provider Application

The RFQ response must be organized and contain the information as specified below and specified in the attached fillable application. The fillable PDF application will allow organizations to open the PDF application, fill in the required fields, save the document and email it to the AGO in response. Organizations may also attach files with the PDF. The attached fillable PDF form must be returned as described in section 2.0 Response Submission Instructions.

Organizations interested in becoming an approved Regional Training Provider need not offer firearms, driving, or subject control/physical skills courses with a practical component to be considered. However, diversity of course offerings and overall capacity to deliver high quality instruction will be important criteria in the selection process. Applicants interested in offering firearms, driving, or subject control/physical skills courses with a practical component would need to be able to meet additional minimum requirements relating to the type(s) of course(s) being offered.

The applications contain the minimum mandatory requirements for organizations interested in providing instruction under the OPOTA name. All responses will be used to establish eligibility of the organization. Where requested to explain, organizations must include a detailed description of how it meets or exceeds the requirements listed. There may be redundant or repeated items, when that is the case, organizations may copy and paste a response from one section of the application as that response is relevant in another section of the application.

The application contains sections that will request and gather:

- Organization Location and Contact Information;
- Mandatory Minimum General Requirements for all organizations; and
- Minimum Qualifications for the various types of instruction:
 - Firearms Courses with a Practical Component,
 - Subject Control/Physical Skills Courses with a Practical Component, and
 - Driving Courses with a Practical Component.

The responses provided in any one or more of the sections must show the organization's ability to provide the high-quality training to law enforcement officers required within the framework prescribed by OPOTA. All trainings offered as a result of the Regional Training Provider project will be official "OPOTA" courses, appearing on official records and will receive an official OPOTA certification upon successful completion. Training provided will be "preapproved" for Continuing Professional Training (CPT), assuming it falls within one of the required CPT categories.

3.1. Other General Requirements

There are other general requirements all organizations interested in becoming an approved Regional Training Provider should be aware of and must fully agree to upon selection.

1. An approved Regional Training Provider may only advertise and provide instruction under the OPOTA name if one or more of the following applies:
 - a. The course content has been developed by OPOTA staff and/or;
 - b. The course content has been reviewed and approved in advance, in writing for use by OPOTA staff.
2. An approved Regional Training Provider must agree to quality assurance auditing and monitoring requirements for courses delivered under the OPOTA as prescribed by the executive director.
3. An approved Regional Training Provider must agree to safety terms and conditions for courses delivered under the OPOTA name.
4. An approved Regional Training Provider must agree to standard non-discrimination and accessibility requirements.
5. An approved Regional Training Provider must be able to effectively "front the costs" of the classes offered (from instructor time to any materials, technology involved, etc.), and receive OPOTA disbursements after course completion (no "start-up" funds will be provided). No direct costs will be covered by OPOTA. However, OPOTA is responsible for registration, payment processing, and record keeping and related expenses.
6. Tuition prices for courses delivered under the OPOTA name must be consistent with comparable OPOTA courses. Click to see the current [OPOTA Course Catalog](#).

Example of potential Regional Training Provider course costs/revenue

- Crime Scene Photography I (Traditional OPOTA developed Course)
 - Tuition: \$13,750 (\$550 x 25 students)
 - Material cost: \$1,110
 - Instructor cost: \$1,400 (\$35 per hour for 40 hours)
 - Net Revenue: \$11,240 (*minus OPOTA administrative fees*)

- Basic Criminal Investigation for New Investigators (Course currently available through PATC)
 - Tuition: \$8,750 (\$350 x 25 students)
 - Material cost: \$500
 - Instructor cost: \$1,200 (\$50 per hour for 24 hours)
 - Net revenue: \$7,050 (*minus OPOTA administrative fees*)

* OPOTA administrative fees include costs associated with student registration, maintaining training records, and curricula development/review. *

7. An approved Regional Training Provider must agree on contract terms and conditions such as liability, waivers, indemnification, and insurance.

8. Organizations must be able to meet all of the terms and conditions required for instructing under the OPOTA name.

4.0 Evaluation Process

The AGO will evaluate the subsections of the submitted applications. It is important to note that the basis for selection is not response scoring alone. For applications that meet the Mandatory Minimum General Requirements, the AGO will use a more extensive sequence of events to recommend a Regional Training Provider in each of the five Ohio regions, based primarily on provider qualifications, location, capacity, and facilities.

Step 1 – Response Preparation Compliance Review

Each response will be reviewed for compliance with the Response Preparation Instructions included in this RFQ. This includes the completion of all relevant application sections and may include an accept/reject component for the mandatory minimum requirements and qualifications.

Step 2 – Response Scoring

In this step, the AGO will score the responses that in step 1 have not been rejected or deemed unacceptable. Including:

- Mandatory Minimum General Requirements; and
- Minimum Qualifications for the various types of instruction:
 - Firearms Courses with a Practical Component,
 - Subject Control/Physical Skills Courses with a Practical Component, and
 - Driving Courses with a Practical Component.

Step 3 – Offeror Interaction (if requested by AGO)

In this step, if requested by the AGO, the AGO interacts with organizations in oral presentations or discussions. Presentations or discussions may follow scripts provided by the AGO. The AGO may decide to add additional scoring. The outcome of the scoring will be used as part of the overall evaluation process.

Step 4 – Identification of the Apparent Successful Offeror

In this step, the AGO will reconfirm mandatory submission requirements and tabulate, compile and verify all other scores. The AGO will identify the apparent successful offerors in each of the Ohio regions.

Step 5 – Contract

In this step, the AGO and the apparent successful offerors in each of the Ohio regions may engage in contract negotiations. Contract negotiations may fail, and in this case the AGO would return to one of the prior steps. The outcome of this step will be a signed Memorandum of Understanding (MOU).

The MOU for the pilot year of this initiative will be in effect from January 1, 2022 through December 31, 2022, pursuant to the provisions of the MOU. A MOU may be renewed upon satisfactory performance by both Parties, upon appropriation of funds, and by mutual agreement of the Parties.