

5. SHERIFF'S OFFICE MANAGEMENT OF OFF-DUTY PROGRAMS -- SHERIFF'S OFFICE

FUNDING -- SHERIFF'S OFFICE

(Request sent to 81 vendors)

RFP #25-0069 Contract

	Hart Halsey, LLC dba Extra Duty Solutions	Off Duty Management, Inc	Power Details	RollKall
Administration Fee charged to customer on total invoiced amount	10.00%	11.50%	11.50%	11.50%
Credit card fee charged to customer	3%	3%	2.99%	2.99%

On the recommendation of Lee Barrier, on behalf of the Sheriff's Office, Anna Meyerhoff-Cole moved to **accept the proposal from Off Duty Management, Inc. for a period of one (1) year with two (2) one (1) year options to renew.** Philip Davolt seconded the motion. The motion passed 4 to 1 with Tim Myers abstaining.

A committee comprised of Brian White, Timothy Forshee, Nathan Gibbs, and Daniel Mlagan - Sheriff's Office and Lee Barrier - Purchasing evaluated the proposals based on the criteria set forth in the RFP. The committee unanimously agreed to accept the proposal from Off Duty Management, Inc.

Off Duty Management, Inc. is a service that handles the majority of the administrative duties related to the hiring of law enforcement officers for private, off-duty work at no cost to the Sheriff's Office. Fees are charged to the hiring entity and this covers the cost of their service.

Services include a mobile app and web portal that tracks all off-duty work. There is a public facing page that allows the public to connect directly with their service for the scheduling of the off-duty work and a law enforcement facing page that tracks the work that is being assigned and completed.

Additionally, Off Duty Management, Inc. handles the collection of fees for services rendered and guarantees payment to the law enforcement officer for work completed. Therefore, lifting the burden of scheduling services from on-duty personnel and providing a transparent and comprehensive report of the off-duty work completed.

Notes:

This a proposal not a bid. Proposals are scored based on criteria set forth in the RFP. There are six (6) components to this RFP.

Component	Points
A. Provide 24 hour 365 days a year scheduling and payment for off duty employment	20
B. Approve off duty jobs using the best judgment possible	15
C. Follow set criteria and matrix when scheduling amount of personnel needed.	20
D. Ability to keep continued communication with not only vendor requesting the off duty employment but the Sheriff's Office representatives.	20
E. Ability to provide supplemental insurance to cover uniformed deputy in case of injury	20
F. Cost	5
Total Points	100

Questions and Answers

Philip Davolt: Are we using Off Duty Management currently for this service?

Brian White: No.

Tania Cole: Just to make sure I understood what Colonel White said, the Sheriff's Office is not currently using any management software correct?

Brian White: That is correct.

Brandi Bailly: Is this currently being taken care of in-house at the Sheriff's Office?

Brian White: Yes.

Tania Cole: So no cost to the Sheriff's Office. It sounds like this is a great efficiency tool for the Sheriff's Office if I'm understanding correctly from Colonel White?

Brian White: Yes, that's correct.

Philip Davolt: I know the cost isn't the only piece of this but can you tell me why you chose Off Duty Management over the others?

Brian White: The cost is very similar between the different services. We received written proposals from each of the four (4) entities that were bidding on this and their services are so similar that we decided to have in-person proposals. Three (3) of the four (4) were able to do it in person and one was a Zoom. We had sent them 21 questions to kind of dig in a little bit further into how their company works, how we integrate with them, and how successful their business has been across the country. Once they answered those 21 questions, we met with them again and were able to dig in a little bit deeper into each company's processes. Through those in-person meetings and answering the 21 questions and their initial proposals allowed us to identify unanimously the company that we believe is best suited for the Sheriff's Office.

Lee Barrier: If I remember correctly, I think supplemental insurance was a big factor in that and was important to the office.

Brian White: Yeah. So part of the supplemental insurance has to do with state law and it becomes a complex issue ensuring that Sheriff's Office employees, while working part-time work, have the best opportunities to have the most coverage and the most comprehensive coverage was another element to help identify which company would be the best for the Sheriff's Office.