

## Sole Source Justification

*Training Management | Operations & Asset Management | Workforce Management | EHS Management*

This document serves as a sole source justification for Vector Solutions' integrated suite of systems for online training and live skill evaluations, operations and asset management (TargetSolutions Check It™), workforce management (TargetSolutions Scheduling™), and EHS management which are all developed and provided solely by TargetSolutions.

### Service Description

TargetSolutions' industry-leading online training, operations, scheduling, evaluations and EHS management system is a comprehensive suite of proprietary web-based solutions for Fire and EMS departments and is the industry's only all-in-one operational hub for the management of training, assets, employee scheduling, skill assessments and safety compliance. The unique, one-of-a-kind software features exclusive fire department software tools, including best-in-class training courses and recordkeeping applications.

Here are TargetSolutions' online training management system's key differentiators that make it stand apart in the industry:

- TargetSolutions features the industry's leading learning management system for scheduling, delivering and tracking online training courses
- TargetSolutions offers more than 500 hours of training for fire departments, including more than 250 hours of accredited EMS continuing education courses
  - TargetSolutions is organizationally accredited through CAPCE, the Commission on Accreditation for Pre-Hospital Continuing Education
  - TargetSolutions features NFPA 1001, NFPA 1021, NFPA 1410, NFPA 1500, as well as Occupational Safety and Health Administration (OSHA), and more in its training catalog
- The TargetSolutions platform features unique applications for managing fire department training, recordkeeping, and compliance tasks, including:
  - Activities Builder
  - Credentials Manager
  - ISO Training Tracker
  - Community Resources
  - File Center
  - Test Builder
  - Generate Reports
  - Events Manager
- TargetSolutions' Enterprise solution enables agencies to collaborate in a shared training platform while still managing their own TargetSolutions sites

Vector Evaluations+, a live skill evaluation solution, modernizes skill assessments with electronic skill sheets and forms that are accessible via a mobile app or web-based system. Here are a few key benefits of this solution:

- Measure and track competencies with digital skill sheets that help determine proficiency and compare employee performance over time
- Mobile app to evaluate employees from the field and take in-app videos to record individual's abilities
- Recorded skill demonstrations serve as an educational tool to analyze performance and provide feedback
- Add evaluations to Credentials through the integrated TargetSolutions to ensure true mastery of a skillset to complete a taskbook
- Comprehensive, visual reports make it simple to oversee competencies and indemnify any deficiencies among personnel

The TargetSolutions platform can be extended to the TargetSolutions Check It™ operations and asset management system for conducting inspections of equipment, apparatus and inventory. Here are the key differentiators of TargetSolutions Check It™ that make it stand apart in the industry:

- Integrated mobile application and web-based platform accessible 24/7 to streamline inspections and maintenance for vehicles, equipment, controlled substances, medical supplies and other logged inventory
- Exclusive module for secure, cradle-to-grave management of controlled substances for ALS agencies.
- Secure tracking of expiration dates of all types of controlled substances and other resources assigned to a specific vehicle, person, or storage facility
- Built-in verification features, such as eSignatures, employee pin numbers, and facial recognition technology, to ensure accountability
- Push notifications, email alerts, and custom check-step comments to communicate the completion of an inspection, create check-step comments, or notify supervisors of issues
- Ability to open service tickets for apparatus or equipment in need of repair to track its status, costs, and other information with intuitive workflows
- Comprehensive reports with visually-driven data to view inspection history, usage, and other measurable steps

TargetSolutions Scheduling™ provides a workforce management and employee resourcing software built for the complex organizational tasks for mission-critical industries. Here are key differentiators of TargetSolutions Scheduling™ that make it stand out in the industry:

- A snapshot overview of shift schedules, minimum staffing levels, and employees' qualification in a dynamic workforce management dashboard
- Cloud-hosted, reliable data that is available 24/7 and accessible via the mobile application or any web-based device
- Interactive roster map with a live view of employee locations, traffic patterns, and 'hot spot' areas.
- Automatization tools to streamline overtime hiring, callbacks, and vacation requests with custom qualifiers to reduce human error or bias

- Shift trade dashboard for employees to self-manage shifts trades (based on qualifications) and hours owed/credited to coworkers
- Customizable and exportable reports with in-depth filters to analyze employee hours, payroll, overtime, and more

Vector EHS Management is a comprehensive safety tracking solution that offers a web-based system and mobile application to streamline incident reporting, corrective actions and producing OSHA forms. Here are key differentiators for Vector EHS Management that make it stand out:

- A mobile application that streamlines the incident reporting process and records incident details at the scene for accurate account of what occurred
- Easily manage the claims process and track every variable to minimize costs of worker's compensation or employee leave
- Track hazards or potential exposures with detailed reports and notify key stakeholders
- Assign corrective actions after incident investigations, such as refresher training, and communicate corrective tasks to personnel through Vector EHS Management
- Automatically translate incident reports to produce OSHA forms 300, 300A and 301 to easily export OSHA logs
- Comprehensive reports show incident history to identify trends, address problem areas and more

*Brandi Howe*    *March 3, 2022*

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Senior Director of Renewal Management



# MEMORANDUM

The City of  
**OKLAHOMA CITY**  
Fire Department

**To:** Sharmanlyne Vickers  
Purchasing Agent

**Through:** Pennie Leck *pl*  
Management Specialist

**From:** Richard A. Kelley *RK*  
Fire Chief

**Date:** May 23, 2022

**Subject:** Sole Source – TargetSolutions Online Training and Records Management Software

The Oklahoma City Fire Department has a need to purchase premier membership platform fees and annual maintenance fee for the TargetSolutions software. TargetSolutions is an online training and records management system, which is developed and provided solely by TargetSolutions Learning LLC dba Vector Solutions. In 2014 the City Council authorized the advertisement of a request for proposals for an online training and records management software for the Fire Department. An agreement was approved in 2015 and was renewed the permissible four years and a sole source resolution approved for FY21 and FY22. The Fire Department would like to continue utilizing TargetSolutions as it provides a streamlined and cost-efficient process for managing the training needs and records management needs of the Fire Department. Staff requests sole source authority to purchase membership platform fees and annual maintenance from TargetSolutions Learning LLC dba Vector Solutions.