

BJA NTTAC Request for Proposal

Technical Assistance to:

The Crime Analysis on Demand Training and Technical Assistance Program

Issued: April 19, 2018

Proposal Deadline: May 11, 2018

Background

Established in 2008, the Bureau of Justice Assistance (BJA) National Training and Technical Assistance Center (NTTAC) is a training and technical assistance (TTA) resource within the U.S. Department of Justice. BJA NTTAC's mission is to facilitate the delivery of high-quality, strategically focused training and technical assistance to achieve safe communities nationwide. BJA NTTAC works to improve the criminal justice system by connecting state, local, and tribal agencies with providers offering a wide variety of services to address the unique needs of communities.

This request for proposal (RFP) solicits subject matter experts to support the Crime Analysis on Demand TTA Program, which is managed by BJA NTTAC.

Through the Crime Analysis on Demand TTA Program, BJA provides direct assistance to law enforcement agencies to advise on effective uses of data to predict, prevent, and respond to crime. The goals of the Crime Analysis on Demand TTA Program are to:

- Assist in criminal apprehension;
- Identify crime and disorder problems;
- Develop crime prevention responses; and
- Evaluate the success of programs and initiatives.

The objective of this RFP is to solicit a cadre of experts with the expertise and skills required to provide direct training and technical assistance to law enforcement agencies. The identified experts must be willing and able to spend time in the field and offer intensive technical assistance to advance an agency's crime analysis capacity. BJA NTTAC plans to select up to five providers to serve as the Crime Analysis on Demand TTA cadre of providers.

Tasks

Through this RFP, BJA NTTAC is seeking to develop a pool of qualified providers to quickly respond to requests for training and technical assistance through the Crime Analysis on Demand TTA Program. Selected providers will deliver TTA to law enforcement agencies, at their request, to assess their crime analysis capacity, identify gaps, and make recommendations to improve processes. Each Crime Analysis on Demand engagement is customized to the unique needs of the requesting agency.

The provider may be required to accomplish the following tasks as part of a Crime Analysis on Demand TTA engagement:

- Conduct a needs assessment to determine analytical gaps and needs.
- Develop and present recommendations for addressing identified gaps and needs, including specific programs or policies that can be targeted for future assistance.
- Document how the recommendations would promote organizational change, help reduce crime, and enhance public safety.
- Outline technical solutions that enable real-time sharing of crime data and analytical products on a statewide, regional, or local basis, including examples of best practices in collaboration.
- Provide comprehensive training for crime analysts in analytical skills, product development, and real-time analysis.
- Evaluate organizational composition and workflow, including staffing levels, job descriptions, and oversight structure.

In addition to the tasks above, the scope of the work to be performed may include additional services not currently anticipated, based on the needs of the requesting agencies. The expected time frame for each TTA engagement is three months, but this period may be modified based on the scope of the requested work. It is expected that work associated with the TTA engagements will be conducted both onsite at the requesting agency and offsite.

Deliverables

The provider will execute the following deliverables as part of a Crime Analysis on Demand TTA engagement:

1. Develop, in coordination with the requesting agency, **a time and task plan** that details when the provider will complete the required tasks and deliverables. The time and task plan is due to BJA NTTAC prior to executing the TTA services and within the first 14 days of the period of performance listed on the executed Statement of Work (SOW).
2. Deliver **written status updates** to BJA NTTAC at least every 30 days to demonstrate how the engagement is progressing as compared to the time and task plan. In the status updates, provide BJA NTTAC with any identified risks or issues that may impact the engagement from a quality, schedule, or cost perspective.

3. Develop a **comprehensive final report** for the requesting agency and BJA NTTAC that includes a complete description and assessment of the services delivered, key findings, and recommendations. The report should detail possible next steps and action items, as well as document the delivery and submission of all tasks and deliverables identified in the SOW.
4. Complete the **BJA NTTAC TTA Closeout Report**. The Closeout Report captures a summary of all activities and relevant information related to the engagement, as reflected in the SOW and completed throughout the period of performance.

Funding Range

BJA NTTAC anticipates that the budget for each Crime Analysis on Demand TTA engagement will range between \$5,000 to \$10,000, depending on the scope of work. However, proposals with budgets above or below this estimate will be evaluated and considered.

Sample Task

Interested subject matter experts should include a response to the sample TTA request below as part of their proposal. The response should describe a technical approach for providing services to the sample requesting agency, including data collection and assessment processes. Assume that you have 90 days to complete the work and can spend up to 5 days onsite. See additional instructions under the 'How to Apply' section:

The Hamilton Police Department has requested assistance to leverage its collective data to combat increasing violent crime rates. The city of Hamilton is home to approximately 200,000 residents, mostly concentrated in the urban areas immediately outside the central business district. The Hamilton Police Department has primary law enforcement authority for the entire city. The department has 550 sworn officers and 110 civilian employees, including 2 civilian crime analysts who are responsible for generating weekly reports for COMPSTAT meetings. The department receives approximately 155,000 calls for service and completes 17,000 crime reports annually. Over the last year, the department saw a 35 percent increase in homicides and a 9 percent increase in sexual assaults, but has not yet formulated a strategy to respond to these increases. The mayor recently committed the city to participate in a nationwide violence reduction initiative. As part of this initiative, the chief of police intends to use crime analysis to address high violent crime areas throughout the city and has received approval to implement staffing changes in the department, if necessary.

How to Apply

To respond to this RFP, please submit the following:

1. A narrative (not to exceed six double-spaced pages) that includes the following sections and information:
 - a. Understanding of the problem. Demonstrate your knowledge and understanding of the issue(s), goals, and tasks described in this RFP.

- b. Technical approach. Describe the approach or methodology you would take, including specific tasks such as onsite and offsite assistance, to achieve the outlined goals and deliverables described in the sample request.
 - c. Relevant experience and capabilities. Describe your organization's relevant experience and capabilities, any partner organizations, and any key personnel who are instrumental to achieving the goals described in this RFP.
2. A detailed and itemized budget that includes labor and all other direct costs for the sample request (refer to attached RFP response template).
3. A timeline (in table format) that outlines the key tasks and milestones to be completed as part of the sample request. The timeline will outline all proposed activities to be initiated and executed during the sample request's period of performance.
4. A biographical statement or resume, including relevant experience and capabilities, for key personnel identified in the narrative.
5. A professional reference who can attest to your specific work in this area and can discuss deliverables provided to his/her organization.

Notes:

- This RFP will consider responses from individual consultants as well as organizations that wish to be included in the cadre of experts available for "on-demand" deployment to the field to support jurisdictions to improve their crime analysis processes.
- The budget, timeline, resumes, and professional reference are not included in the six-page narrative limit.
- All travel costs, including lodging and per diem rates, must adhere to the [Federal Travel Regulations](https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fty) (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fty>) according to the [General Services Administration](https://www.gsa.gov/travel/plan-book/per-diem-rates) (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
- Applicants can expect to receive notification about this RFP from BJA NTTAC within 60 calendar days of the RFP deadline.
- BJA NTTAC reserves the right to work with the selected provider on revising the proposed technical approach, budget, and timeline as necessary to complete the work for each TTA engagement. BJA NTTAC will develop an SOW to contract directly with the provider for each TTA engagement. The number of TTA engagements depends on the number of requests received. There is no guaranteed work as a result of this RFP; however, BJA is releasing this RFP as a result of increased demand for Crime Analysis on Demand services.
- Reference the attached "Response to RFP Template" for formatting guidelines and additional instructions on how to respond to this RFP.
- **Responses to this RFP should be sent via email to [BJA NTTAC \(nttac@bjatraining.org\)](mailto:nttac@bjatraining.org) by 5:00 p.m. ET on May 11, 2018.**
- Questions related to this RFP should be directed to James Lah, BJA NTTAC TTA Coordinator, at [BJA NTTAC \(nttac@bjatraining.org\)](mailto:nttac@bjatraining.org) or 855-252-8822.

Evaluation Criteria

Responses to this RFP will be rated on the evaluation criteria listed below:

- **Understanding of the Problem (20 points)**
Responses must demonstrate that the provider has a clear understanding of the requirements outlined in the RFP. Points for this factor will be based on a judgment of the degree to which the provider understands and demonstrates the ability to achieve the goals of this RFP.
- **Technical Approach (30 points)**
This factor evaluates the extent to which the provider's response provides a clear, effective, innovative, and feasible approach to meeting the RFP requirements. The narrative response shall include the quality, comprehensiveness, and feasibility of the methods and plans proposed to accomplish the required goals.
- **Relevant Experience and Capabilities (30 points)**
This factor assesses the provider's ability to offer effective services throughout the life of a Crime Analysis on Demand TTA engagement, including the experience of key personnel. Responses must demonstrate the provider's previous experience offering similar services or capabilities relative to the services required in this RFP. A resume or biographical statement must be included for each proposed individual.
- **Budget (10 points)**
Each response will be evaluated based on the total proposed cost and respective justification, including labor and other direct costs, for the sample request. In addition, this factor will include an assessment of the provider's response for completeness, realism, reasonableness, and risk (refer to attached template).
- **Timeline (10 points)**
This factor assesses the proposed period of performance provided by the provider to meet the goals of the sample request, as well as the realism and reasonableness of the approach to timing.