



**BUREAU OF JUSTICE ASSISTANCE
NATIONAL TRAINING and TECHNICAL ASSISTANCE CENTER**

**REQUEST FOR PROPOSAL
Technical Assistance to
Develop Standards and a Model Policy for State, Local, and Tribal Law Enforcement
Agencies for the Acquisition of Controlled Equipment with Federal Resources
Issued: June 18, 2015**

I. BACKGROUND

On January 16, 2015, President Barack Obama issued Executive Order 13688, "Federal Support for Local Law Enforcement Equipment Acquisition" (EO), to identify actions that can improve federal support for the appropriate use, acquisition, and transfer of controlled equipment by state, local, and tribal law enforcement agencies (LEAs). The EO established a federal interagency Law Enforcement Equipment Working Group (LE Working Group), which consulted with stakeholders and deliberated to develop recommendations pursuant to the EO.

In May 2015, the LE Working Group delivered a report to the president entitled, "[Recommendations Pursuant to Executive Order 13688: Federal Support for Local Law Enforcement Equipment Acquisition](#)." Recommendation 1.2 of the report establishes a Federal Government-wide Controlled Equipment List.¹ Beginning in fiscal year 2016, LEAs that acquire controlled equipment using federal resources will be required, among other things, to certify that they have adopted relevant policies and provided trainings on those policies. These are described in Recommendation 2.1 -- "LEAs that acquire controlled equipment through federal programs must adopt robust and specific written policies and protocols governing General Policing Standards and Specific Controlled Equipment Standards."² The General Policing Standards include: 1) Community Policing; 2) Constitutional Policing; and 3) Community Input and Impact Considerations. The Specific Controlled Equipment Standards include: 1) Appropriate Use of Controlled Equipment; 2) Supervision of Use; 3) Effectiveness Evaluation; 4) Auditing and Accountability; and 5) Transparency and Notice Considerations.

This purpose of this request for proposal (RFP) is to solicit a provider(s) and/or subject matter expert(s) to support the LE Working Group in further defining and developing the General Policing Standards and the Specific Controlled Equipment Standards and developing model policies.

II. OBJECTIVES

Through this RFP, BJA NTTAC and the LE Working Group are seeking to:

- Support the LE Working Group by defining General Policing and Specific Controlled Equipment Standards and developing model policies that LEAs can use to incorporate these standards into the organizational or strategic plans and to be compliant with federal guidelines.
- Organize and convene a panel of experts from the field to provide input and guidance on the development of the deliverables.
- Coordinate and consult with staff from BJA, the Office of Justice Programs, and other members of the LE Working Group to ensure consistency with recommendations of the LE Working Group.

¹ The Controlled Equipment List can be found on pages 14-16 in the Recommendations Report.

² Rec Report, Page 18



The period of performance for this engagement is estimated to be from July 15, 2015 – December 31, 2015, with the release of the deliverables by the date noted below. All work completed under this project will be in close collaboration with the LE Working Group.

It is strongly encouraged that applicants consider partnering with other organizations and individuals that would offer a wide range of expertise to lead this project, such as those with knowledge and experience in law enforcement management, police operations, civil rights, and civil liberties.

III. DELIVERABLES

The following training and technical assistance (TTA) deliverables will be required for this engagement:

1. Identify a group of national experts to serve as the Controlled Equipment Expert Panel.
2. Develop a plan to regularly consult with and seek input from this Expert Panel. The plan should include how the applicant(s) plans to seek input from the Expert Panel and may include virtual meetings (e.g., conference calls, web-based meetings) and/or an in-person meeting convening in Washington, DC. The applicant should propose an outreach plan that considers the timeline and budget for this project.
3. As a result of consultation with the Expert Panel and LE Working Group members, develop and produce the following publications for use by LEAs: 1) General Policing Standards (delivery date: October 1, 2015); 2) Specific Controlled Equipment Standards (delivery date: October 1, 2015); and 3) Model Policy (delivery date: December 1, 2015).
4. Deliver weekly status updates to demonstrate how the engagement is progressing as compared to the plan and provide BJA NTTAC with any identified risks or issues that may impact the engagement from a quality, schedule, or cost perspective.
5. Compile a Final Report for the entire engagement that contains a complete description and assessment of the services delivered. Discussion on each objective outlined above should be included. This detailed report will be delivered to BJA NTTAC within 45 days from the period of performance end date listed in the executed Statement of Work.

IV. HOW TO APPLY

Please submit the following in response to the RFP:

1. A narrative (not to exceed six double-spaced pages) that includes the following:
 - a. Understanding of the Problem: Knowledge and understanding of the issue(s) described in this RFP.
 - b. Technical Approach: Tasks that outline the technical approach or methodology to achieve the objective(s) and deliverable(s) described in this RFP.
 - c. Relevant experience and capabilities of the applicant and partner organizations related to the objective(s) described in this RFP. Please specifically list the organizations or individuals the applicant plans to partner with to deliver this project.
2. A detailed and itemized budget that includes labor and all other direct costs.
3. A timeline that includes key tasks and deliverables related to completing the engagement.
4. A description of proposed staff that includes their relevant capabilities and a biographical statement or resume for each.

Notes:

- The budget, timeline, staff description, and resumes are not included in the six-page narrative limit.
- Labor rates for consultant fees should not exceed \$650.00 per day/per consultant.
- All travel costs, including lodging and per diem rates, must conform to the [Federal Travel Regulations](#) according to the [General Services Administration](#) (GSA).
- Applicants can expect to receive notification from BJA NTTAC within 15 days of the RFP deadline. BJA reserves the right to work with the selected provider on revising the proposed





technical approach, budget, and timeline as necessary to complete the work. BJA NTTAC will contract directly with the provider to provide the requested technical assistance services.

V. EVALUATION CRITERIA

Responses to this RFP will be rated on the evaluation criteria displayed below, which adds together corresponding point values out of a possible 100:

- **Understanding of the Problem** (10 points)
Responses must demonstrate the provider has a clear understanding of the requirements as 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 objectives 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 methods and plans proposed to accomplish the required objectives. The technical approach should include what activities, such as onsite and offsite assistance, will be used to accomplish the objectives.
- **Relevant Experience/Capabilities** (10 points)
This factor assesses the provider's ability to offer effective services throughout the life of this task. Responses must demonstrate the provider's previous experience offering similar services or capabilities.
- **Budget** (20 points)
Each response will be evaluated based on the total proposed cost and justification, including labor and other direct costs. In addition, this factor will include an assessment of the provider's response for completeness, realism, reasonableness, and risk.
- **Timeline** (10 points)
This factor assesses the proposed period of performance provided by the provider to meet the objectives of this RFP, as well as for the realism and reasonableness of the approach.
- **Staffing** (20 points)
The provider must demonstrate that proposed personnel are optimally suited for the work to be performed. A resume or biographical statement must be included for each proposed individual.

VI. FUNDING RANGE

BJA anticipates that the budget for this request will not exceed \$75,000.

Responses to this RFP should be **sent via e-mail** to nttac@bjatraining.org no later than **5:00 pm ET on July 2, 2015**. If you have any questions, please contact BJA NTTAC coordinator **Anu Madan** at the e-mail listed above or via phone at (855) 252-8822. Please reference the attached "*Response to RFP Template*" for formatting guidelines and additional instructions on how to respond to this RFP.

