

BJA NTTAC Request for Proposal

Technical Assistance to:

Newark, New Jersey Police Division

Issued: December 11, 2017

Proposal Deadline: December 29, 2017

Background

The Newark, New Jersey Police Division (PD), a component of the City of Newark, New Jersey Department of Public Safety, is requesting technical assistance (TA) to develop a training curriculum for a recently finalized new use of force policy. The curriculum will be used by Newark PD to train all sworn officers and will be incorporated into their training academy curriculum to educate new recruits on the policy. The selected provider will work directly with Newark PD, the City of Newark Department of Public Safety, the U.S. Department of Justice (DOJ), and any other parties that Newark PD or DOJ see necessary to involve. The selected provider must have adequate experience and resources for the development of a training curriculum, as well as practical knowledge of policing and police use of force.

In March 2016, the City of Newark, New Jersey entered into a consent decree with the U.S. government to remedy a pattern or practice of conduct by Newark PD that deprives individuals of rights, privileges, and immunities secured by the U.S. Constitution and federal law. Specifically, the consent decree seeks to address unconstitutional and racially discriminatory stop-and-frisk and arrest practices and excessive use of force, among other issues.

In an effort to address excessive use of force, Newark PD agreed to revise their use of force policy, have the policy reviewed and approved by DOJ, and train all sworn personnel on the new policy. The new use of force policy was approved on September 29, 2017, and Newark PD is ready to begin the process of training personnel and implementing the new policy.

The selected provider will work closely with Newark PD staff to develop the training curriculum. This project will require time onsite in Newark, New Jersey. All deliverables for this engagement will be subject to review and approval by Newark PD, DOJ, the Bureau of Justice Assistance (BJA) National Training and Technical Assistance Center (NTTAC), and any other parties deemed appropriate.

The period of performance for this engagement is estimated to be from **January 31, 2018 to March 31, 2018**.

Tasks

Through this Request for Proposal (RFP), BJA NTTAC is seeking a provider to work with Newark PD to develop a training curriculum for their new use of force policy.

The provider will be required to accomplish the following tasks as part of this engagement:

- Work closely with Newark PD to develop an eight-hour training curriculum that addresses the following topics: the new use of force policy, state and federal law and restrictions regarding use of force, and best practices for use of force in compliance with all policies and laws (i.e., de-escalation, use of force tactics). The training curriculum will meet all guidelines, definitions, and expectations of the [consent decree](https://www.justice.gov/crt/case-document/united-states-v-city-newark-consent-decree) (<https://www.justice.gov/crt/case-document/united-states-v-city-newark-consent-decree>).
- Develop a train-the-trainer curriculum and conduct an onsite train-the-trainer course for existing Newark PD training staff to build capacity within the agency to deliver the new training curriculum consistently and effectively.
- Assist in the implementation and monitoring of the initial pilot training conducted by Newark PD training staff to ensure that the training staff are adequately prepared to deliver the training. Provide assistance in the delivery of the pilot training, if needed.

Deliverables

The provider will execute the following deliverables as part of this engagement:

1. Develop, in coordination with the requestor, **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 TA 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** at least every two weeks 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 an eight-hour **training curriculum and a train-the-trainer curriculum** including learning objectives, lesson plans, activities, learning aids (handouts and worksheets), videos (if applicable), and training support materials (for both instructors and students). The written portion of the training curriculum will be delivered to BJA NTTAC and Newark PD in Microsoft Word format. The curriculum and materials must be Level AA [Section 508 compliant](https://www.section508.gov/summary-section508-standards) (<https://www.section508.gov/summary-section508-standards>). The training curriculum must be approved by Newark PD, DOJ, and BJA NTTAC before the train-the-trainer course can be scheduled.

Funding Range

BJA NTTAC anticipates that the budget for this TA engagement will range between \$30,000 to \$35,000. However, proposals with budgets above or below this estimate will be evaluated and considered.

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) described in this RFP.
 - b. Technical approach. Describe the approach or methodology you will take, including specific tasks such as onsite and offsite assistance, to achieving the outlined goals(s) and deliverable(s) described in this RFP.
 - c. Relevant experience and capabilities. Describe your organization's relevant experience and capabilities, any partner organizations, and any key personnel related to the goals(s) described in this RFP.
2. A detailed and itemized budget that includes labor and all other direct costs (refer to attached RFP and budget template).
3. In a table format, provide a timeline that outlines the key tasks and milestones to be completed as part of this TA engagement. The timeline will include guidelines for producing high-quality materials and meeting critical deadlines. Additionally, the timeline will outline all proposed activities to be initiated and executed during the period of performance.
4. A biographical statement or resume, including relevant experience and capabilities, for key personnel identified in the narrative.

Notes:

- The budget, timeline, 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. If your proposal includes fees greater than a rate of \$650.00 per day, please provide justification for the higher rate, such as past engagements with a federal agency with an approved higher rate.
- 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-ftp) (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftp>) 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 30 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. BJA NTTAC will develop an SOW to contract directly with the provider for TA 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 December 29, 2017.
- Questions related to this RFP should be directed to Zachary Drake, BJA NTTAC Training and Technical Assistance 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 (10 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 (10 points)**
This factor assesses the provider’s ability to offer effective services throughout the life of this 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.
- **Budget (20 points)**
Each response will be evaluated based on the total proposed cost and respective 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 (refer to attached template).
- **Timeline (10 points)**
This factor assesses the proposed period of performance provided by the provider to meet the goals of this RFP, as well as the realism and reasonableness of the approach to timing.
- **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.