

# BJA NTTAC Request for Proposal

Technical Assistance to:  
Bureau of Justice Assistance  
Issued: September 21, 2021  
Proposal Deadline: October 1, 2021

## Background

The Smart Policing Initiative (SPI) is a program supported by the Bureau of Justice Assistance (BJA), and is designed to assist agencies with identifying innovative and evidence-based solutions to effectively and efficiently tackle chronic crime problems in their jurisdictions. Through SPI, BJA competitively awards resources to individual jurisdictions to develop or replicate innovative approaches to pressing policing challenges. BJA supports a robust training and technical assistance program to support SPI sites at [www.smart-policing.com](http://www.smart-policing.com). This website features information, findings, research, and tools from SPI sites across the nation. Many SPI sites choose to implement focused deterrence strategies in response to violent crime issues in their communities, and there is a well-established evidence base that provides best or promising practices crucial to successful implementation of this specific type of crime reduction strategy. Adhering to these principles and establishing credible partnerships are crucial to the success of a focused deterrence strategy and ensuring the safety of participants, as is productively engaging with the community in the implementation of this approach.

In Fiscal Year 2018, BJA awarded SPI grant funds to a grantee to develop, implement, and evaluate a prolific offender list focused specifically on repeat violent and drug offenders, particularly those using guns, and individuals responsible for illegal distribution of narcotics, specifically opioids.

BJA seeks an independent, expert assessment of the SPI-supported focused deterrence strategy and associated activities to ensure its adherence to established best practices, as well as principles of transparency, unbiased data, and procedural fairness.

## Tasks

Through this Request for Proposal (RFP), the BJA National Training and Technical Assistance Center (NTTAC) is seeking a provider with expertise in focused deterrence, community engagement and trust building strategies to work closely with BJA to provide an expert analysis of a site's focused deterrence strategy. This expert analysis must ensure the site's compliance with established standards of best practice in focused deterrence implementation as supported by empirical research and qualitative expert evaluation.

The provider will focus on the following objectives as part of this engagement:

- Define the site's underlying philosophy and approach to violence reduction through its focused deterrence strategy.
- Determine if the site's practices and approach meet established standards of constitutional and ethical policing; community engagement; and data/implementation transparency.
- Determine if activities/approaches taken by the site under its focused deterrence strategy to deter identified persons from engaging in unlawful activities comply with established ethical/constitutional policing best practice standards.
- Determine if the resources (e.g., mental health, substance use, employment, housing, etc.) offered to the individuals placed on the site's prolific violent offender list are adequate in terms of the needs of participants, and that the organizations responsible for providing such resources/assistance are appropriately engaged in the focused deterrence strategy as full partners.
- Determine if the site has consulted and engaged residents in the development and execution of the program in line with best standards of practice in focused deterrence strategy implementation.
- Identify programs that could provide appropriate and valuable peer learning opportunities for the site in other jurisdictions.

The provider will focus on the following tasks as part of this engagement:

- Convene a working group of all relevant community leaders, federal law enforcement partners and social service organizations to review existing practices and policies and ensure roles, responsibilities, and communication with the community are clear, transparent, and reflective of best practices in focused deterrence programming. The law enforcement partners should include all entities who might play a role in holding individuals accountable for violent activity, to include the State Attorney's Office, the United States Attorney's Office, Federal Bureau of Investigation, Department of Homeland Security, the Bureau of Alcohol, Tobacco, Firearms and Explosives, and the Drug Enforcement Administration.
- Review data used for the program to ensure the program is unbiased and reflects current standards of transparency and data integrity.
- Review existing practices and policies to ensure that the community is an active partner in the program, and provide recommendations for mechanisms to share and receive feedback and participation from the community in the initiative. Such assistance will include the incorporation of previously provided guidance on effectively communicating with the public on this issue.
- Provide recommendations to develop revised strategies for engaging with individuals about participating in the program. This could include a written notification to any recipient of the attached letter that the attached letter is effectively withdrawn. The written notification should also include a revised engagement strategy with individuals who received the letter.

- Develop evaluation measures to ensure the program does not undermine trust between the community and law enforcement and ensure that the program does not result in discrimination of any kind.
- Coordinate closely with the site and BJA throughout the period of performance to include check in calls as requested.

The estimated period of performance is **October 21, 2021 – January 31, 2022**, although alternative lengths may be proposed. The provider should be prepared to submit an interim report in early December to identify work completed, areas for additional exploration, and initial finding and recommendations.

## Deliverables

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

1. 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, the provider will provide BJA NTTAC with any identified risks or issues that may impact the engagement from a quality, schedule, or cost perspective.
2. Develop a comprehensive analysis report that includes recommendations for any necessary program improvement/revision to enable the site's focused deterrence strategy to reflect establish best practices and constitutional policing principles and evaluation measures. The report should include actionable recommendations and suggestions for implementation strategies. It is expected that once the report is final, the provider will also present findings to BJA and the site.

## Funding Range

BJA NTTAC anticipates that the budget for this engagement will range between \$15,000 – \$20,000. 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 and deliverables 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 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 technical assistance (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.
- Travel may be permissible with BJA approval. BJA will consider approaches that include both virtual and on-site activities. For any on-site activities proposed, the provider should include a brief note as to how that activity might be completed virtually, in the event that travel restrictions prohibit on-site work.
- 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 a Statement of Work 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 \(BJANTTAC@ojp.usdoj.gov\)](mailto:BJANTTAC@ojp.usdoj.gov) by 5:00 p.m. ET on Friday, October 1, 2021.**
- Questions related to this RFP should be directed to ‘ATTN: Kevin Stewart BJA NTTAC TTA Manager, at [BJA NTTAC \(BJANTTAC@ojp.usdoj.gov\)](mailto:BJANTTAC@ojp.usdoj.gov) or 833-872-5174.

## 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.