

# BJA NTTAC Request for Proposal

Technical Assistance to:  
Bureau of Justice Assistance  
Issued: May 6, 2019  
Proposal Deadline: June 6, 2019

## Background

In 2018, the Bureau of Justice Assistance (BJA) released a Violent Crime Reduction Operations Guide (VCROG) (<https://www.bja.gov/Publications/violent-crime-reduction-operations-guide.pdf>) to identify the critical elements of violent crime reduction efforts and provide a sample of the remarkable array of U.S. Department of Justice programs, services, and assistance available to the law enforcement community. BJA is now seeking a provider to develop a companion resource to the VCROG that includes research and evidence-based practices.

The Violent Crime Reduction Research Guide (VCRRG) will follow a similar format as the VCROG by mirroring the capacities and outlining research-based action items for each critical element identified below. All research-based action item recommendations should follow the VCROG format by moving through the continuum from foundational to enhanced. The VCRRG will provide high-level outlines of research tools, resources, and research-based practices to assist law enforcement agencies in building capacity and implementing violent crime solutions. It will serve as a practitioner-friendly desk guide to prepare law enforcement executives to apply the numerous research-based practices to the complex problem of combatting violent crime.

The VCRRG will serve as a common framework for research-based activities in urban areas, while permitting individual agencies to apply specific resources, approaches, and services offered through the agency in a personalized strategy. Within the common framework, a suite of options may be tailored to the unique needs and priorities of the urban area.

The VCRRG will include the following common core competencies, or critical elements, for law enforcement executives to assess their agency's effectiveness in fighting violent crime:

- Community engagement.
- Partnerships.
- Crime analysis.
- Technology.

- Analytics and intelligence sharing.
- Training.
- Tactics.
- Gun violence strategies.
- Investigations.
- Police organizational models (staffing, task forces).
- Sustainability.

The VCRRG will include program overviews that demonstrate how specific agencies or projects progressed through the continuum from foundational to enhanced for each critical element. The VCRRG will include a brief quiz or assessment associated with each critical element to allow end users to determine their standing on the continuum. The results of the individual quizzes for each critical element will be wrapped into an overall score.

## Tasks

Through this Request for Proposal (RFP), the BJA National Training and Technical Assistance Center (NTTAC) is seeking a provider to work closely with BJA to develop a BJA-branded comprehensive VCRRG that includes research and evidence-based practices to compliment the practitioner-developed VCROG.

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

- Develop a BJA-branded comprehensive VCRRG mirroring the VCROG format that includes the critical elements and outlines the research-based action items in bullet form for each. BJA NTTAC will work with the selected provider on the graphic layout.
- Provide all research-based action item recommendations in the continuum from foundational to enhanced for each critical element.
- Include program overviews that demonstrate how specific agencies or projects progressed through the continuum from foundational to enhanced for each critical element.
- Deliver high-level outlines of research tools, resources, and research-based practices to assist agencies in building capacity and implementing violent crime solutions.
- Develop a brief quiz or assessment associated with each critical element to allow end users to determine their standing on the continuum. The results of the individual quizzes for each critical element will be wrapped into an overall score.
- Include all citation materials at the end of the document.
- Create a companion PowerPoint presentation that will be used to provide presentations to law enforcement agencies on panel presentations and other meetings. BJA NTTAC may enter into a separate contract with the provider to deliver these presentations in the future as needed.

The anticipated period of performance is **July 8, 2019 – September 8, 2019**. Draft versions of the VCRRG and companion PowerPoint presentation are due to BJA by **September 8, 2019**.

## Deliverables

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

1. Develop a **BJA-branded Violent Crime Reduction Research Guide** that meets all of the criteria described above.
2. Create a **companion PowerPoint presentation**.

## 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.
- No travel is required.

- 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 June 6, 2019.
- Questions related to this RFP should be directed to ‘ATTN: Sharmi Chowdhury’ BJA NTTAC TTA Coordinator, at [BJA NTTAC \(BJANTTAC@ojp.usdoj.gov\)](mailto:BJANTTAC@ojp.usdoj.gov) 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.