

Request for Qualifications

Borough of Carteret

Consulting Services

**Police Department Policies and
Procedures Update and**

Accreditation by N.J. State Association of Chiefs of Police

Advertisement Date:

12/3/2018

Proposal Submission Date:

**12/18/2018 at 10:00 a.m In Council
Chamber 2nd fl 61 Cooke Ave. Carteret
NJ 07008**

BOROUGH OF CARTERET CONSULTANT FOR POLICE DEPARTMENT OBJECTIVE

The Borough of Carteret is seeking a consultant to work with the Police Department, Mayor and Council for purposes of developing updated policies and procedures for the Borough's Police Department. The consultant's services will include a complete rewrite/revision of the existing Borough Police Department's standard operating procedures (SOPs), policies, procedures, rules and regulations to ensure compliance with all federal and state laws and regulations, in addition to New Jersey State Chiefs of Police standards, and other related services as required by the Carteret Police Department resulting in accreditation by the New Jersey State Association of Chiefs of Police.

Proposers must provide adequate documentation in their response to this RFQ that clearly confirms that the following minimum requirements are satisfied:

1. Must be staffed by experienced and credentialed law enforcement professionals, who, in total, have an established and verifiable record of success in helping at least five (5) law enforcement agencies in New Jersey in providing similar services. Please provide references including the contact names, titles, address and phone numbers; and
2. Must be staffed by experienced and credentialed assessors, who, in total have an established and verifiable record of performing official on-site assessments for at least five (5) law enforcement agencies. Please provide references including the contact names, titles, address and phone numbers; and
3. Must be able to work with other law enforcement professionals; and
4. Must be able to work under pressure and meet short deadlines; and
5. Must be able to start immediately; and
6. Ability to provide necessary recommendations for training in new policies and procedures to the Carteret Police Department personnel; and
7. Responsible for drafting new procedures for the Carteret Police Department. In addition, update SOPs to support new Standard Operating Procedures for the Police Department that meet New Jersey State Chiefs of Police Accreditation Standards and receive such accreditation; and

8. Ability to work with and provide the Carteret Police Records Management System with the necessary documentation (SOPs, Policies, etc.) in a compatible electronic format; and
9. Attend any meetings that may be required by the Borough of Carteret.

MINIMUM FILING REQUIREMENT

Interested parties wishing to provide a proposal in response to this solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document. Failure to submit the following documents is a mandatory cause for the proposal to be rejected.

1. An executive summary, of not more than two pages, identifying and substantiating why the consultant is best qualified to provide the requested services. Proposals should be prepared simply and economically, providing a straight forward concise description of the individuals/firms capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc.; are not desired. Emphasis should be on completeness and clarity of content.
2. A description of services that will be provided along with a proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
3. In its proposal, the consultant must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.
4. A staffing plan listing those persons who will be assigned to the engagement if the consultant is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience and number of years with the consultant. The consultant must fully describe the use of outside resources vs. in house resources in accomplishing this work effort.
5. The full name of the proposer, the principal place of business and, if different, the place where the services will be provided.
6. Name of the key contact person.

7. A description of the business organization (i.e., sole proprietorship, corporation, partnership, joint venture, etc.) its ownership and organizational structure.
8. The number of years the organization has been in business under the present name, and number of years the business organization has been under the current management.
9. A statement that neither the firm nor any individuals assigned to this project have ever been prohibited from working with public entities in the State of New Jersey.
10. A description of any particular area(s) of expertise the proposer or proposer's staff may have that has not been included in the responses provided above.
11. A proposed budget based on the above outline of tasks, products and schedules for the full term of the agreement. Proposers shall submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s). By submission of a qualification statement, proposer acknowledges and agrees to adhere to the fee schedule to be set by the entities at the time of awarding any contract for the subject services.
12. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years.
13. Confirmation of any appropriate federal and state licenses to perform activities.
14. Completed Checklist Submission Form
15. Executed Proposer's Affidavit
16. Reference Form
17. Non-Collusion Affidavit
18. Stockholder Statement of Ownership
19. State of New Jersey Debarred List Affidavit

20. Acknowledgement of Receipt of Addenda
21. Disclosure of Activities Iran
22. Certification of Ethnic Complaint Disclosure
23. Executed Hold Harmless Agreement
24. Executed Disclosure Statement
25. Mandatory Equal Employment Opportunity Language
26. Required Evidence Affirmative Action Regulations
27. Certification of Compliance with Borough of Carteret Pay-to-Play
28. Americans with Disabilities Act of 1990
29. State of New Jersey Business Registration Certificate
30. Certificate of Employee Information Report; and
31. Internal Revenue Service (Form W-9)

Anyone requesting a complete bid package, please contact Ricardo Llanos at 732-541-3820, x-3106 or email llanosr@carteret.net.