

TOWNSHIP OF WEST ORANGE
WEST ORANGE POLICE DEPARTMENT

REQUEST FOR PROPOSAL

LAW ENFORCEMENT CONSULTANT-POLICING BACKGROUND

Submission Date:

June 14, 2019

4:00 PM

Prevailing Time

Township of West Orange *66 Main Street* West Orange, NJ 07052

973-325-4056

ADVERTISEMENT

REQUEST FOR PROPOSALS

The Township of West Orange is seeking the services of a Law Enforcement Consultant for the Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration Grant BJA-2018-13906. The proposal package can be obtained in person at the Township of West Orange, Purchasing Dept., Room 111, 66 Main St., West Orange, NJ 07052 during regular business hours M-F 8:30 AM – 4:30 PM or visit our website: www.westorange.org to download the RFP. Prospective consultants must provide the Township with complete contact information in the event it is necessary to distribute addenda or other information related to the RFP. Any questions can be emailed to adesantis@westorange.org no later Tuesday June 11, 2019. Proposals must be clearly marked with the title of project, name and address of party submitting, to the address above. Submission date and time is Friday June 14, 2019 at 4:00 PM. It is the sole responsibility of the prospective consultant to ensure that their proposal is received prior to the advertised deadline.

Anne DeSantis
Purchasing Agent

OVERVIEW

The Township of West Orange, New Jersey, is the fifth largest municipality in Essex County, with an area of 12.1 square miles, a population of approximately 47,000 and a daytime population that swells to about 100,000. The Township is considered a suburban/urban community because of its urban rim district border with the City of Orange.

The West Orange Police Department (WOPD) has been granted funds under the FY 18 Justice and Mental Health Collaboration (JMHC) Program to better address persons with mental health issues (MI) or co-occurring mental illness and substance abuse (CMISA). In November 2016, WOPD collaborated with community partners and launched Operation HOPE (The Heroin-Opiate Prevention Effort). This is a voluntary program offering drug turn-in, treatment, and assistance aimed at placing those with an addiction into drug treatment instead of jail. With services offered 24 hours a day/7 days a week, anyone who comes in to turn over drugs and drug paraphernalia will not be charged with possession. Providing integrated treatment to address mental illness and opioid addiction can lead to positive outcomes such as reduced substance use and arrests. Screening at the entry point points to the criminal justice system for MI or CMISA is an imperative step.

Currently, the WOPD has an informal relationship with the staff at Psychiatric Emergency Services (PES) at RWJBarnabas Health if an individual with MI or CMISA disorder is brought to the hospital; however, there is no formal information sharing. We aim to take this existing framework to develop a two-way channel of communication. In addition, the WOPD does not have the resources needed to track key data measures such as MI or CMISA calls for service. The WOPD is only able to determine if a call involves an afflicted individual. One accepted by the hospital, outcomes could not be monitored or tracked by officers. The grant issued to the WOPD by the US Department of Justice will aid the WOPD to establish a collaborative policy and implementation including training for officers and the development of formal tracking processes to improve records and future assessments for those who encounter the justice system and are afflicted by MI or CMISA disorders.

The Township of West Orange will lead the “West Orange Justice and Health Collaboration” (JMHC) working collaboratively with the WOPD and PES at RWJBarnabas Health. With technical assistance from a Behavioral Health Specialist, the Township will develop and document a JMHC to improve officer and citizen safety during calls for those with MI or CMISA disorder. The Township will contract with a law enforcement consultant to work with the partners identified to create a “Project Team.” A Law Enforcement Coordinator position will lead the Project Team and work with police officers to review performance, policies, procedures, and ensure day-to-day operations are in line with the JMHC mission, and coordinate outreach and engagement with the other partners.

Law Enforcement Consultant Description

- Help Inventory existing policies and procedures for responding to those with mental illness and evaluate procedures for patient intake and response.
- Review, revise, recommend and develop policies and procedures.
- Consult with surrounding municipalities' police departments.
- Establish the data and performance measurement systems and protocols necessary for tracking relevant data for record keeping; create a database to track responses, outcomes, and train staff on data tracking procedures and database use and communications.
- Create performance evaluations for officers who have responded to a mental health related call.
- Help determine appropriate level of training for officers and training for dispatchers and general staff.
- Guide all project partners for appropriate trainings and delivery strategies; this includes frequency, duration and, level of officer training and trainings for other staff.
- Meet during planning period to ensure successful evaluation, planning, and creation of policies and an implementation plan.
- Provide formal methods for communication and collaboration to evaluate and review the data collected from calls.
- Finalize action plan and assist in guiding through implementation

Deliverables:

For purposes of this Grant Agreement, the Grantee shall produce a Final Report with the recommended policy changes, training and collaboration between the West Orange Police Department and Mental Health Partners detailing a Strategic Plan for the West Orange Police Department. They will also ensure that the Planning Guide for the Justice and Mental Health Collaboration (JMHC) Program Category 2: Planning for police and Mental Health Collaboration is completed.

FINAL REPORT and PLANNING GUIDE DUE DECEMBER 31, 2019. ANY EXTENSIONS MUST BE APPROVED BY THE TOWNSHIP OF WEST ORANGE AND THE BUREAU OF JUSTICE ADMINISTRATION

LAW ENFORCEMENT CONSULTANT QUALIFICATIONS

The ideal candidate shall have the following qualifications:

- Served as a Lieutenant or higher in a Municipal Police Department for at least 2 Years
- Be familiar with reviewing and writing policies in compliance with CALEA
- Have training in Crisis Intervention Training (CIT)
- Experience Training Police Officers
- Experience working with Mental Health Professionals.

General Requirements of Qualifications

Respondents shall submit technical qualifications, which contain the following:

1. Business name, the principal place of business, and if different, the place where services will be provided.
2. Respondents must have a minimum of five (5) years' experience.
3. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.
4. A listing of all other engagements where services of the types proposed were provided in the past. This should include other Township governments, businesses or other government entities. Contact information for references must be provided.
5. Please type your responses and include with your submission.

Cost Analysis

Respondents should submit a cost proposal that would include any proposed retainer, the services to be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rates. The Township shall in its discretion, provide a fee schedule with hourly rates depending on the nature of the matter. By submission of a proposal, you acknowledge and agree to adhere to the fee schedule.

Submission Evaluation

Each submission must satisfy the objectives and requirements detailed in this RFP. The successful respondent shall be determined by an evaluation of the total content of the qualifications submitted.

Use of Information

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like, furnished or disclosed by the Township to the Respondent in connection with this RFQ, shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to the Township upon request. Unless such information was previously known to the Respondent, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the Respondent, shall be used only

for the purposes of this RFQ and shall not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

General Terms and Conditions

1. The Township reserves the right to reject any or all submissions, if necessary, or waive any informality in the submission.
2. In case of failure by the successful Respondent, the Township may procure the articles or services from other sources, deduct the cost of the replacement from money due the Respondent under the contract and hold the Respondent responsible for any excess cost.
3. The Respondent shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional, and Automobile Liability.
4. Township assumes no responsibility for submissions received after designated date and time due.
5. By submission of qualifications, the Respondent certifies that the service to be furnished will not infringe upon any valid patent, trademark, or copyright.
6. The successful Respondent shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless.
8. No Respondent shall influence, or attempt to influence, or cause to be influenced, any Township Officer or employee to use their official capacity in any manner.
9. No Respondent shall cause or influence, or attempt to cause influence, any Township Officer or employee to use their capacity to secure unwarranted privileges or advantages for the Respondent.
10. Should any differences arise between the contracting parties as the meaning or intent of these instructions or specifications, the Townships decision shall be final and conclusive.
11. The Township shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its request for consideration.
12. All necessary forms required by this RFP shall be completed and submitted as part of this submission.

Instructions for Submission

Please submit one original and one copy.

Designated Contact Person:

Anne DeSantis, Purchasing Agent, RPPO, QPA
Township of West Orange
66 Main Street
West Orange, NJ 07052

Submissions must be received by the Township on Friday June 14, 2019 at 4:00 P.M. Preferred delivery methods are US mail or hand delivery. Facsimile or electronic delivery will not be accepted.

BIDDER’S CHECK LIST Mandatory Items

- * Iranian Disclosure Statement _____
- * Business Registration Certificate _____
- * Affirmative Action Compliance
Notice _____
- * Non-Collision Form _____
- * Proposal Form _____
- * Business Entity Disclosure _____
- * Addenda Acknowledgement _____

Please provide one additional copy of submission.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal: Please check statement response

___ Is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, and

___ Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days, or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Turnpike Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____	Relationship to Proposer: _____
Description of Activities: _____ _____	
Duration of Engagement: _____ Anticipated Cessation Date: _____	
Proposer Contact Name: _____ Contact Phone Number: _____	

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of West Orange, State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of West Orange, State of New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Business Registration Certification and Public Works Contractor Registration Certification

Effective September 1, 2004, the State has expanded its Contractor Registration Program to local Government contracts, P.L. 2004, c57. All business organizations that do business with a local government agency are required to be registered with the State. The business must provide proof of that registration to the local government agency before that local government agency can enter into a contract with the business. A copy of the Business Registration Certificate must also be on file before any purchase order/voucher or other contracting document can be issued.

Contractors are responsible for notifying subcontractors.

Further information and registration can be obtained online from the NJ Treasury, Division of Revenue or by calling (609) 292-1730.

P.L. 1999 Chapter 238. The Public Works Contractor Registration Act specifies that no contractor or subcontractor shall bid on or engage in any contract (or part thereof) for public work which is subject to the provisions of the "New Jersey Prevailing Wage Act", P.L. 1963 C. 150 (c. 34:11-56.25 et seq.) for the construction, reconstruction, demolition, alteration, repair, or maintenance of a public building regularly open to and used by the general public or public institution, and includes any subcontractor or lower tier subcontractor of a contractor unless they are registered with the Commissioner of Labor.

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS N.J. S.A. 10:5-31, et seq. (N.J.A. C. 17:27)

If awarded a contract, the Bidder will be required to comply with the requirements of N.J.S.A. 10:531, et seq., and N.J.A.C. 17:27. Within five (5) days after receipt of the notification of intent to award the contract, the Bidder shall present one of the following:

1. Appropriate evidence that the Contractor is operating under an existing federally approved or sanctioned affirmative action program; or
2. A Certificate of Employee Information Report Approval issued in accordance with N.J.A.C. 17:27-4; or
3. An initial Employee Information Report consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-4.

The Bidder must submit no later than three (3) days after the signing of the Contract an Initial Project Manning Table consisting of forms provided by the Affirmative Action Office and completed by Contractor in accordance with N.J.A.C. 17:27-7.

Bidders are referred to the Bidder's Information Section of the Bid Packet for a further description of the above requirements.

NO BIDDER CAN BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31, et seq.

The following questions must be answered by all Bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?
Yes_____ (If yes, submit a copy of such approval.) No
2. Do you have a State Certificate of Employee Information Report approval?
Yes_____ (If yes, submit a copy of such approval.) No

The undersigned Bidder certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31, et seq., and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____ NAME: _____

—

SIGNATURE: _____ TITLE: _____

NOTE: A bid must be rejected as non-responsive if a Bidder fails to comply with requirements of N.J.S.A. 10:5-31, et seq., within stipulated time.

AFFIDAVIT OF NON-COLLUSION

The undersigned bidder of full age, being duly sworn according to law depose and hereby specifically certifies that:

A. To the best of the bidder's knowledge and belief, the annexed bid proposal for this project has not been prepared in collusion with any other bidder of like item or services and the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any person other than the recipient of the bid and will not be communicated to any person prior to the official opening of the bid.

B. The bidder fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing of contract. Any violation will result in cancellation and removal from the bid list.

C. The bidder further certifies that the undersigned has the necessary authority, to sign this stipulation stating that the bidder has not entered into any agreement, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

All references to the bidder are understood to include the undersigned and all principals, partners and officers of the bidder.

Date:

(Signature)

(Name and Title)

(Company Name)

(Address)

Subscribed and sworn to before me

this _____ day of _____, 20____

Notary Seal

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and

that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

BID PROPOSAL FORM

(Contract Title and Bid Number, if applicable)

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company or Individual Name

Federal I.D. # or Social Security #

Address

Signature

Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

BUSINESS ENTITY DISCLOSURE CERTIFICATION
Required pursuant to N.J.S.A. 19:44A-20.8

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c.19 would bar the award of this contract in the one year period preceding the date a award by this governing body, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of West Orange as defined pursuant to N.J.S.A. 19:44A-3 (p), (q) and (r).

Elected Official _____ **Political/Candidate Committee(s)** _____

- Mayor Robert D. Paris Election Fund of Mayor Robert D. Paris
- Councilman Jerry Guarino Election Fund of Jerry Guarino
- Councilwoman Susan McCartney Election Fund of Susan McCartney
- Councilwoman Cindy Matute-Brown Election Fund of Cindy Matute-Brown
- Councilman Joe Krakoviak Election Fund of Joe Krakoviak
- Councilwoman Michelle Casalino Election Fund of Michelle Casalino
- West Orange Democratic County Committee

Part II – Ownership Disclosure Certification

____ I certify that the list below contains the names and home addresses of all owners holding _____ 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of entity:

Partnership Corporation Sole Proprietorship Subchapter S Corporation

Limited Partnership Limited Liability Company Limited Liability Partnership

Name of Stock or Shareholder

Home Address

<u>Name of Stock or Shareholder</u>	<u>Home Address</u>

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant: _____

Subscribed and sworn before me this _____ day of _____, 2____.

My Commission expires: _____
(Attested by)

(seal)

TOWNSHIP OF WEST ORANGE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda:
Please assign the number, date and initial.

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda was received.

Acknowledged for: _____
(Company Name)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print)

Title: _____

Date: _____