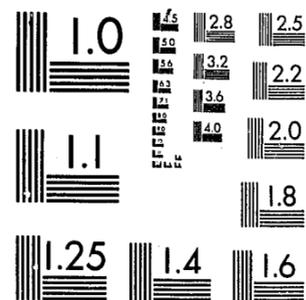


National Criminal Justice Reference Service



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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

DATE FILMED

12/01/81

78876

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Portland, Maine; Crime Analysis
Unit Requirements Analysis

REPORT NUMBER: 76-60

FOR: Portland, Maine, Police Department
City Population: 65,116
Police Strength (Sworn): 167
City Area: 22 square miles

NCJRS

AUG 12 1980

ACQUISITIONS

CONTRACTOR: Westinghouse Justice Institute
CONSULTANT: Fred A. Newton, III
CONTRACT NUMBER: J-LEAA-003-76
September 1976

U.S. Department of Justice
National Institute of Justice

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FOREWORD

This request for Technical Assistance was made by the Portland, Maine, Police Department. The requested assistance was concerned with evaluating the current state-of-the-art of crime analysis within the Portland Police Department and providing recommendations for its improvement, as related to the Patrol Emphasis Program (PEP).

Requesting Agency:	Portland Police Department, Chief William B. McClaran
State Planning Agency:	Maine Law Enforcement Planning and Assistance Agency, Mr. Theodore T. Trott
Approving Agency:	LEAA Region I (Boston), Mr. John M. Keeley, Police Specialist

1. INTRODUCTION

The Portland, Maine, Police Department is in the planning stage for the first year of grant implementation; September 1976 will be the first month of the Patrol Emphasis Program (PEP). Project implementation will be conducted by a Patrol Emphasis Task Force, which will divide the major functional areas into committees. The grant planning process is anticipated to take 12 months.

To evaluate Portland's current crime analysis function, it was necessary for the Consultant to observe the crime analysis operation and to interview the product users. To make recommendations, it was necessary for the Consultant to review the plans for computerization of data and plans for patrol utilization.

Persons interviewed included the following:

- Deputy Chief of Police Richard Griffin.
- Patrolman William Frost, Crime Analyst.

2. UNDERSTANDING OF THE PROBLEM

The Portland Police Department has a functional crime analysis activity. Since the activity has been in operation only a few months and is the first of its kind for the department, no comparative evaluation could be made for the quality of the product.

The usage of computer assistance in data manipulation and collection is at this time uncertain. Techniques of manual data collation are in the developmental stages.

A project plan has not been formulated. Without a project plan, a definitive needs assessment by the crime analyst cannot be properly conducted.

The Portland Police Department records system is currently undergoing two major changes: An LEAA-funded consolidation of records for the City of Portland and Cumberland County, which will result in a reorganization of the records unit. A records committee is part of the PEP Task Force. Changes to reporting procedures, report flow, and the report format will result from the plan submitted by the Task Force.

3. ANALYSIS OF THE PROBLEM

During the Consultant's onsite visit, the crime analyst and his secretary were observed performing crime analysis activities; informal interviews were conducted with the commanders of the Records and Patrol Divisions; several informal conversations were held with patrolmen from various divisions; and several hours were spent on patrol with a patrol supervisor and conducting interviews with patrol officers in the field. In addition, the Consultant had conversations with Mr. Larry R. Walton, Westinghouse Police Technical Assistance Consultant, who was performing a records survey and consolidation study.

Since little formal work had been done on project implementation prior to the Consultant's arrival, few members of the Department were knowledgeable of the national objectives of the Patrol Emphasis Program. Persons designated as project participants in the Task Force are unsure of the task planning process.

The Consultant reviewed the current patrol allocation of manpower resources. In addition, he reviewed with Deputy Chief Griffin the decision logic for the current manpower allocation. The 1974 and 1975 Federal Bureau of Investigation Uniform Crime Reports were also reviewed.

4. FINDINGS AND CONCLUSIONS

- The Patrol Emphasis Program plan for patrol applications has not been developed to a state where an appropriate needs assessment can be made for crime analysis data.
- A review of the grant revealed no crime prevention techniques or concepts taught at the command, supervisor, or officer level as part of the PEP training. The crime analyst is untrained in crime prevention. Two officers have received formal training in crime prevention.
- The records system is undergoing review externally and internally. Individuals participating in the review indicated that recommendations for significant changes would be made.
- Command and supervisory officers do not have an educated expectation of the content of the crime analysis product, since they do not routinely make patrol manpower resource allocation or strategy decisions from data. Decisions are based on feelings and tradition.
- Current manpower available for duty is less than the authorized strength, causing walking patrols and the crime-specific unit to be utilized as routine motorized patrol units. Estimates of committed duty time from officers and supervisors preclude uncommitted patrol time activities.
- Availability of computer support for generation of data needed for crime analysis or manpower resource allocation was questionable at the time of the Consultant's visit. Information was received that LEAA had offered to fund a mini-computer for the Portland/Cumberland County standard metropolitan statistical area, which would perform the function of the budgeted \$34,500 for the first year with a projected \$40,000 for the second year. No budgeted item for software development was found, not even as soft match.

- The Crime Analysis Unit is currently routinely publishing information to the Patrol Division for use by officers in the field. Techniques of information processing and credibility are being developed. Officer environment is not conducive to an efficient work product because of inadequate furnishings.

5. RECOMMENDATIONS

- Action should be taken to stabilize the patrol plan as soon as possible so that the crime analysis support can be generated.
- The crime analyst should be exposed to a formal course of instruction in crime prevention. No analysis can be made for a program that is not understood.
- Records are the original document "tools" with which the crime analyst works; therefore, the crime analyst should be allowed input into the proposed records changes.
- Practical exercises in usage of crime analysis data for strategic and tactical purposes should be included in command and supervisor PEP training.
- Manpower resource allocation should be accomplished to provide for uncommitted patrol time.
- A firm decision on use of computer support for the Police Department should be made as soon as possible. The crime analyst can start the planning process with the appropriate support personnel for his data needs.
- Appropriate office furnishings and equipment should be purchased as soon as possible since they are a budgeted grant item.

APPENDIX A
Alarm Request for Proposal

R-76-173
A-1

Attached is an Alarm Request for Proposal (RFP) that was used to purchase an alarm system at a Patrol Emphasis Program site in Pueblo, Colorado.

The RFP was written so that it did not exclude systems that are self-contained power, sensor, and annunciator all in one unit. The system purchased, however, was a radio-activated system of transmitters and a portable receiver/encoder unit with a menu of sensors to be used interchangeably.

This RFP is included to assist in the bid process for the proposed alarm system.

R-76-173
A-2

PATROL EMPHASIS PROJECT

INTRODUCTION

This request for proposal is to fulfill the requirement for a bid process to purchase a sophisticated Alarm System. The Patrol Emphasis Project is an effort to improve the patrol operations of the police department. The improvement will be accomplished by combining information developed through crime analysis and employing crime prevention techniques to direct patrol activities. The Alarm Systems will support the crime prevention activities.

NOTICE

Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Omnibus Crime Control Act of 1970, sets forth the following Criminal Penalties.

Part H - CRIMINAL PENALTIES

Sec. 651. Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance pursuant to this title, whether received directly or indirectly from the Administration, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

Sec. 652. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to this title or in any records required to be maintained pursuant to this title shall be subject to prosecution under the provisions of section 1001 of title 18, United States Code.

Sec. 653. Any law enforcement program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to this title, shall be subject to the provisions of Section 371 of title 18, United States Code.

Section I.

A. GENERAL INFORMATION FOR CONTRACTOR

1-1 Purpose. The purpose of this RFP is to provide prospective contractors with essential information to enable them to prepare and submit proposals for consideration to the City of Pueblo and the Colorado Division of Criminal Justice for an Alarm System for the Patrol Emphasis Project. This RFP contemplates a negotiated competitive advertised procurement to result in a firm, fixed price contract.

1-2 Issuing Office. It is intended that the City of Pueblo enter into a contract with the approval of the Colorado Division of Criminal Justice.

1-3 Problem Statement. The Pueblo Police Department has received a grant for 12 months funding of a Patrol Emphasis Project. The grant utilizes federal discretionary funds and requires a bid process for the purchase of the Alarm Systems. It is our desire to contract with an offeror for purchase of the herein described Alarm System.

1-4 Project Funding. This project will be financed by a grant under the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Omnibus Crime Control Act of 1970, through the Colorado Division of Criminal Justice. Project efforts will be subject to applicable LEAA guidelines and conditions imposed by the Division and the State of Colorado.

1-5 Type of Contract. It is anticipated that any contract entered into as a result of the RFP will be a firm, fixed price contract. The maximum value of the contract to be awarded will not exceed \$20,000.00; however, the actual amount of the contract (grant) is subject to negotiation. Negotiations may be undertaken with those applicants whose proposals demonstrate particular technical competence in Alarm System design. Additionally, the evaluation board will judge the applicant's product quality and financial responsibility in terms of the requirement of the project.

1-6 Rejection of Proposals. The City of Pueblo and the Colorado Division of Criminal Justice as an agent of LEAA reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve its best interests. This RFP is made for information and planning purposes in submitting proposals. The City of Pueblo will not necessarily award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. Each offeror not selected by the Evaluation Board will be notified in writing to that effect.

1-7 Proposals. To be considered, offerors must provide a complete response to this RFP, using the format provided in Section II. Each proposal must be submitted in five copies to the Issuing Office. Proposals must be signed by an official authorized to bind the offeror to its provisions. Proposals must include a

statement as to the period during which the proposal remains valid. For this RFP, this period must be at least sixty days from the date of submission.

1-8 Pre-Proposal Conference. A pre-proposal conference can be arranged by the applicant if it is deemed necessary, at no cost to the City of Pueblo.

1-9 Inquiries. Any questions as to the RFP that arise, must be submitted in writing as noted on the cover page of this RFP. All inquiries and the responses thereto will be provided via separate communication to all recipients of this RFP at the earliest practicable date, without identifying the originator.

1-10 Addenda to the RFP. In the event it becomes necessary to revise any part of this RFP, such addenda will be provided to all offerors to whom the RFP has been distributed.

1-11 Response Data. Proposals must arrive at the Issuing Office as indicated on the RFP cover sheet on or before March 29, 1976. Offerors mailing proposals should allow normal mail delivery time to insure timely receipt of their proposals.

1-12 Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content and not on fancy bindings or other "boiler plate".

1-13 Oral Presentation. Offerors who submit a proposal may be requested to make an oral presentation of their proposal. These presentations will provide an opportunity for the offeror to clarify their proposal to insure thorough mutual understanding.

1-14 Evaluation Board Test of Alarm System. The offerors will provide the evaluation board with a working sample of the offered Alarm System for evaluation and site testing at no cost to the City of Pueblo.

1-15 Independent Price Determination.

- a. By submission of a proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies, as to its own organization, that in connection with this proposal:
 1. The costs in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competition;
 2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror prior to award directly or indirectly to any other offeror or to any competitor; and,
 3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit

or not to submit a proposal for the purpose of restricting competition.

b. Each person signing the proposal certifies that:

1. He/she is the person in the offeror's organization legally responsible within that organization for the decision as to the prices being offered in the proposal and that he/she has not participated, and will not participate, in any action contrary to

a. 1, 2, and 3 above; or

2. If he/she is not the person in the offeror's organization legally responsible for the decision as to the prices being offered in the proposal, that he/she has been authorized in writing to act as agent for the persons legally responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to a. 1, 2, and 3 above, and as their agent does hereby so certify; and that he has not participated, and will not participate, in any action contrary to a. 1, 2, and 3 above.

c. A proposal will not be considered for award if the sense of the statement required in the cost and price analysis portion of the proposal has been altered so as to delete or modify a. 1, 2, and 3 or b. above. If a. 2 has been

modified or deleted, the proposal will not be considered for award unless the offeror furnished with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

1-16 Incurring Costs. The City of Pueblo is not liable for any cost incurred by the offerors prior to the issuance of a contract nor will pre-award costs be authorized to the contractor.

1-17 Disclosure of Proposal Contents. Cost-price information will be held in confidence and will not be revealed or discussed with competitors. If a proposal contains any information that the offeror does not want disclosed or used for any other purpose other than evaluation of his offer, each sheet of such information must be marked with the following legend: "Proprietary. This information shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal". This restriction does not limit the City of Pueblo the right to use information contained herein if obtained from another source.

1-18 News Releases. News releases pertaining to this RFP or the services, study, or projects to which it relates will not be made without prior approval and in coordination with the Issuing Office.

1-19 Acceptance of Proposal Content. The contents of the proposal of the successful bidder may become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these

obligations may result in cancellation of the award.

1-20 Contract Term. It is intended that the system resulting from this project effort be defined within one (1) calendar month and all final products be delivered within two (2) calendar months from award of contract. The term of contract shall be finalized during negotiations resulting from this RFP.

1-21 Prime Contractor Responsibilities. The selected offeror will be required to assume responsibility for all services offered in his proposal whether or not he produces them. Further, the Pueblo Police Department will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1-22 Contract Payment. Payment will be made at 100% of the total contract price 30 days after delivery of the Alarm System as agreed upon in the fixed price contract.

Section II

B. INFORMATION REQUESTED FROM OFFERORS

Offeror's proposals in response to this RFP should be submitted in the standard format outlined below to facilitate fair and equitable evaluation of all proposals received.

2-1 Offeror's Business Organization.

- a. Offerors will state the full name and address of their organization, including the name of the president or head of the organization and, if applicable, the branch office or other subordinate division or branch and its location that will perform or assist in the performance of the contract.
- b. Offerors will indicate whether their organization operates as an individual, partnership, corporation, or educational institution and if as a corporation, whether a profit or nonprofit corporation and the state of incorporation.
- c. Offerors will also describe any parent organization which controls the corporate offeror, or any organization which is affiliated with the corporate offeror, other than a subcontract basis.
- d. The offerors must either now be licensed to operate in the State of Colorado or certify an intent to apply for such license if awarded the contract as well as to comply with all state and local regulations on taxes and licenses.

- e. Offerors will indicate whether they are a small business organization, as defined in Federal Procurement Regulations.

2-2 Understanding of the Problem.

- a. Offerors should state in succinct terms their understanding of each of the several system requirements set out in this RFP.
- b. Offerors should also briefly identify any system requirements which the offerors believe should be included and left unstated in the RFP.

2-3 Prior Experience. As a part of the proposal, offerors will provide a corporate resume briefly stressing recent work experience with alarm systems.

2-4 Authorized Negotiations. The proposal should include the names and phone numbers of the offeror's organization who are authorized to negotiate the proposed contract with the Issuing Office.

2-5 Cost and Price Analysis.

- a. Although a fixed price contract will be negotiated, information requested in this part is required to permit appropriate competitive analysis of Alarm Systems and accessory combinations. Such data is for internal use only. Cost and price data in proposals will be held in confidence and will not be revealed to or discussed with competitors. It is not considered necessary unless

- offerors so desire to bind and seal this cost and price data separately from the remainder of the proposal.
- b. This cost and price analysis data will be provided in the following standard format to permit a meaningful comparison of direct labor in all proposals on a total contract basis and for each task, including preparation of the final report and briefing the Issuing Office staff. A listing of the basic system purchase price for units should be compared to the units with listed accessories.

2-6 Independent Price Determination. Include a statement substantially as follows: "This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Section I of the RFP to which this proposal is a response".

2-7 Standard Clauses Incorporated by Reference. The offeror will commit himself to incorporation by reference in the contract of the Standard Fixed Price Clauses found in SF-32, Federal Procurement Regulations, unless exceptions are specifically otherwise negotiated in the contract.

2-8 Assurance of Compliance with Civil Rights Act of 1964. The offeror will agree to take necessary action on any contract award to put himself in compliance with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant

to regulations of the Department of Justice (28 CFR, Part 42) issued pursuant to that title, to the end that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be deprived of the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance from or through the Law Enforcement Assistance Administration.

2-9 Furnishing Financial or Other Required Contract Management Information. Each offeror will indicate in his proposal his agreement to provide any financial or other information to the project director which the project director may be required to render in contract management reports to state or federal authorities.

Section III

C. THE SELECTION PROCESS

3-1 Proposal Evaluation. All proposals will be evaluated by an Evaluation Board consisting of:

- a. (1) The Crime Analyst of the Pueblo Police Department.
- (2) A staff planner from the Regional Criminal Justice Planning Office.
- (3) A representative from the City of Pueblo Communications Unit.
- b. A review by the SPA fiscal and evaluation organization.

3-2 Criteria for Selection for Award. The following specific factors will constitute the criteria for selection for award:

- a. Technical design of the Alarm System. Emphasis will be placed on the reliability of the offeror's system in testing by the Evaluation Board.
- b. Performance credibility based on technical engineering drawings and specifications. Emphasis will be placed on specific experience in Alarm Systems. This experience should be demonstrated by successful completion of projects of comparable scope.
- c. Price.

3-3 Verification. The Issuing Office reserves the right to approve all individuals assigned to the project by the contractor, and to contact former clients of any proposer to secure verification of

successful performance and timely completion of projects and other pertinent information.

Section IV

D. PROJECT WORK STATEMENT

4-1 Statement. The project is for the delivery to the City of Pueblo Police Department a sophisticated Alarm System as described below. The purpose of the system is to transmit an alarm signal to a receiver when a transmitter/sensor device is triggered through criminal activity. The system will have capability of exchanging various sensors to conform to the environment to be protected. The system will be loaned to citizen expecting to be away for a short period of time. The police department will also place the systems in selected probable target sites.

4-2 System Requirements. The Alarm System hardware shall meet the following requirements:

- a. Shall be of solid state construction.
- b. Shall be engineered and constructed to conform to local electrical code requirements.
- c. Shall be actuated by the following sensor applications to be selected by the officer installing the system.
 1. Space sensor, not to be responsive to high ambient noise level either inside or outside

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the premises to be protected. Sensor applications should number 20.

2. A single ended pulsed infrared sensor with an effective range of at least 50 feet. Sensor applications should number 10.
 3. A "money clip" sensor which is a normally closed switch which would be activated when the paper holding the contacts apart is removed. Sensor applications should number 20.
 - d. The alarm system when activated shall emit both a visual and audible indication which the officer can interpret as an alarm from a specific transmitter.
 - e. All sensors shall be readily connected to an easily accessible terminal.
 - g. Shall conform to the following specifications:
 1. Operating voltage - 120 VAC 60 HZ or 12 VDC.
- Note:.. If the alarm system is combined in one unit including sensor, transmitter, and annunciator, the conditions listed in items 2, 3, 4, 5, and 6 below will apply.
2. Speaker or horn sound level - minimum 100 db. at 10 feet.
 3. External power capacity to 1000 watts.
 4. Weight not to exceed 20 pounds with batteries.
 5. Dimensions cabinet only - 15" x 10" x 10" - maximum.

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6. Cabinet construction - welded steel.
- h. The following shall be available options:
1. Stand-by power source.
 2. Should the device have a dual chamber ionization smoke detector as an option, it would not cause the alarm system to be excluded from the bid process.
- vi. A complete and comprehensive maintenance manual shall be supplied with the hardware.
- j. At the convenience of the Pueblo Police Department, a knowledgeable representative of the vendor will conduct a class on the operation of the purchased alarm devices.
- k. At the convenience of the City of Pueblo, a knowledgeable representative in the electrical mechanics and repair of the purchased alarm devices will brief the City of Pueblo Communications Division on the repair of the alarm devices.

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APPENDIX B
Evaluation Request for Proposal

R-76-173
B-1

Attached is an Evaluation Request for Proposal (RFP) that was written by a Patrol Emphasis site in Pueblo, Colorado.

It is offered as an example to aid the Portland, Maine, Police Department in writing its RFP.

R-76-173
B-2

PATROL EMPHASIS PROJECT

INTRODUCTION

This request for proposal is to fulfill the requirement for a separate evaluation when federal discretionary funds are used. The P.E.P. is an effort to improve the patrol operations of the police department. The improvement will be accomplished by combining information developed through crime analysis and employing crime prevention techniques to direct patrol activities.

The crime analysis capabilities and crime prevention technical expertise will be developed through utilization of technical assistance in a training program. To support implementation of these new skills will be classes for supervisors in techniques of supervision, and training in investigations skills, rules of evidence, and elements of search and seizure.

The following are the stated objectives in the P.E.P. grant application:

- I. Increase in the act arrests of burglars and robbers by patrol officers.
- II. Increase the discovery of burglaries by patrol officers.
- III. Increase the arrests of wanted persons by patrol officers.
- IV. Increase the number of suspect descriptions given to patrol by citizens.

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B-3

All of the data which would support the history of the above elements is contained in the reports of crime stored in the Pueblo Police Department's Records Section. The department will continue to utilize the same report format so that the same data will be collected.

The contractor will not disclose data to which there has been access either in its raw form or tabulated to any person without the express written consent of the Pueblo Police Department.

The vendor will become familiar with the Pueblo Police Department's Security and Privacy Plan and adhere to it.

NOTICE

Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Omnibus Crime Control Act of 1970, sets forth the following Criminal Penalties.

Part H - CRIMINAL PENALTIES

Sec. 651. Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance pursuant to this title, whether received directly or indirectly from the Administration, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

Sec. 652. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to this title or in any records required to be maintained pursuant to this title shall be subject to prosecution under the provisions of section 1001 of title 18, United States Code.

Sec. 653. Any law enforcement program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to this title, shall be subject to the provisions of section 371 of title 18, United States Code.

Section I

A. GENERAL INFORMATION FOR CONTRACTOR

1-1 Purpose. The purpose of this RFP is to provide prospective contractors with essential information to enable them to prepare and submit proposals for consideration to the Pueblo Police Department and the Colorado Division of Criminal Justice for an evaluation for the Patrol Emphasis Project. This RFP contemplates a negotiated competitive advertised procurement to result in a firm, fixed price contract.

1-2 Issuing Office. It is intended that the City of Pueblo enter into a contract with the approval of the Colorado Division of Criminal Justice.

1-3 Problem Statement. The Pueblo Police Department has received a grant for 12 months funding of a Patrol Emphasis Project. The grant utilizes federal discretionary funds and requires an independent evaluation. It is our desire to contract with an offeror for an evaluation of the project and its stated objectives.

1-4 Project Funding. This project will be financed by a grant under the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Omnibus Crime Control Act of 1970, through the Colorado Division of Criminal Justice. Project efforts will be subject to applicable LEAA guidelines and conditions imposed by the Division and the State of Colorado.

1-5 Type of Contract. It is anticipated that any contract entered

into as a result of the RFP will be a firm, fixed price contract, and that funding will cover a twelve month period. The maximum value of the contract to be awarded will not exceed \$5,000.00; however, the actual amount of the contract (grant) is subject to negotiation. Negotiations may be undertaken with those applicants whose proposals demonstrate particular technical competence in evaluation design. Additionally, the evaluation board will judge the applicant's degree of technical skill and financial responsibility in terms of the requirement of the project.

1-6 Rejection of Proposals. The City of Pueblo and the Colorado Division of Criminal Justice as an agent of LEAA reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve its best interests. This RFP is made for information and planning purposes in submitting proposals. The City of Pueblo will not necessarily award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. Each offeror not selected by the Evaluation Board will be notified in writing to that effect.

1-7 Proposals. To be considered, offerors must provide a complete response to this RFP, using the format provided in Section II. Each proposal must be submitted in five copies to the Issuing Office. Proposals must be signed by an official authorized to bind the offeror to its provisions. Proposals must include a statement as

to the period during which the proposal remains valid. For this RFP, this period must be at least sixty days from the date of submission.

1-8 Pre-Proposal Conference. A pre-proposal conference can be arranged by the applicant if it is deemed necessary, at no cost to the City of Pueblo.

1-9 Inquiries. Any questions as to the RFP that arise, must be submitted in writing as noted on the cover page of this RFP. All inquiries and the responses thereto will be provided via separate communication to all recipients of this RFP at the earliest practicable date, without identifying the originator.

1-10 Addenda to the RFP. In the event it becomes necessary to revise any part of this RFP, such addenda will be provided to all offerors to whom the RFP has been distributed.

1-11 Response Data. Proposals must arrive at the Issuing Office as indicated on the RFP cover sheet on or before March 29, 1976. Offerors mailing proposals should allow normal mail delivery time to insure timely receipt of their proposals.

1-12 Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content and not on fancy bindings or other "boiler plate".

1-13 Oral Presentation. Offerors who submit a proposal may be requested to make an oral presentation of their proposal. These

presentations will provide an opportunity for the offeror to clarify their proposal to insure thorough mutual understanding. The issuing office will schedule these presentations.

1-14 Independent Price Determination.

a. By submission of a proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies, as to its own organization, that in connection with this proposal:

1. The costs in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competition;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror prior to award directly or indirectly to any other offeror or to any competitor; and,
3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

b. Each person signing the proposal certifies that:

1. He/she is the person in the offeror's organization legally responsible within that organization for the decision as to the prices being offered in the proposal

and that he/she has not participated, and will not participate, in any action contrary to a. 1, 2, and 3 above; or

2. If he/she is not the person in the offeror's organization legally responsible for the decision as to the prices being offered in the proposal, that he/she has been authorized in writing to act as agent for the persons legally responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to a. 1, 2, and 3 above, and as their agent does hereby so certify; and that he has not participated, and will not participate, in any action contrary to a. 1, 2, and 3 above.

- c. A proposal will not be considered for award if the sense of the statement required in the cost and price analysis portion of the proposal has been altered so as to delete or modify a. 1, 2, and 3 or b. above.. If a. 2 has been modified or deleted, the proposal will not be considered for award unless the offeror furnished with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

1-15 Incurring Costs. The City of Pueblo is not liable for any cost incurred by the offerors prior to the issuance of a contract nor will pre-award costs be authorized to the contractor.

1-16 Disclosure of Proposal Contents. Cost-price information will be held in confidence and will not be revealed or discussed with competitors. If a proposal contains any information that the offeror does not want disclosed or used for any other purpose other than evaluation of his offer, each sheet of such information must be marked with the following legend: "Proprietary. This information shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal". This restriction does not limit the City of Pueblo the right to use information contained herein if obtained from another source.

1-17 News Releases. News releases pertaining to this RFP or the services, study, or projects to which it relates will not be made without prior approval and in coordination with the Issuing Office.

1-18 Acceptance of Proposal Content. The contents of the proposal of the successful bidder may become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

1-19 Contract Term. It is intended that the system resulting from this project effort be defined within one (1) calendar month and all final products be delivered within twelve (12) calendar months from award of contract. The term of contract shall be finalized during negotiations resulting from this RFP.

1-20 Prime Contractor Responsibilities. The selected offeror will be required to assume responsibility for all services offered in his proposal whether or not he produces them. Further, the Pueblo Police Department will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1-21 Contract Payment. Payments will be made as follows:
40% of the total contract price upon awarding of the contract.
10% of the total contract price each quarter upon presentation of satisfactory quarterly progress reports.
The remaining 30% upon acceptance of the final report, followed by a briefing at the convenience of the Pueblo Police Department. The briefing will be held in Pueblo, Colorado.

Section II

B. INFORMATION REQUESTED FROM OFFERORS

Offeror's proposals in response to this RFP should be submitted in the standard format outlined below to facilitate fair and equitable evaluation of all proposals received.

2-1 Offeror's Business Organization

- a. Offerors will state the full name and address of their organization, including the name of the president or head of the organization and, if applicable, the branch office or other subordinate division or branch and its location that will perform or assist in the performance of the contract.
- b. Offerors will indicate whether their organization operates as an individual, partnership, corporation, or educational institution and if as a corporation, whether a profit or nonprofit corporation and the state of incorporation.
- c. Offerors will also describe any parent organization which controls the corporate offeror, or any organization which is affiliated with the corporate offeror, other than a subcontract basis.
- d. The offerors must either now be licensed to operate in the State of Colorado or certify an intent to apply for such license if awarded the contract as well as to comply with all state and local regulations on taxes and licenses.
- e. Offerors will indicate whether they are a small business organization, as defined in Federal Procurement Regulations.

2-2 Understanding of the Problem.

- a. Offerors should state in succinct terms their understanding of each of the several tasks set out in this RFP as well as give a brief assessment of the overall situation confronting the evaluation as it is viewed from an examination of the materials in this RFP.
- b. Offerors should also briefly identify any evaluation requirements which the offerors believe should be included and left unstated in the RFP.

2-3 Project Management Plan. Offerors should include a narrative description of how the offeror will organize internally to accomplish the project. This project management plan will include any planned use by the offeror of consultants and state the primary purpose or role of such consultants. The consultants will be identified and resumes will be submitted on the consultants as specified in Part 2-6 or direct labor personnel. The offeror's project management plan will also indicate the planned use and purpose served by joint venturers and/or subcontractors. Such organizations will be identified as indicated in Part 2-1.

2-4 Work Plan. Offerors should describe plan for accomplishing each separate task specified in Section IV and for preparation of the reports as prescribed in Part 2-5 below. Offerors should submit a simple line (Ghant) chart or bar-time-phased task performance chart indicating the timing over each month of the contract work period for each stated task and each subtask as an offeror identified such subtasks under the stated task in this RFP.

2-5 Reports. Offerors should respond to the following report requirements in their proposals:

- a. Prepare quarterly progress reports, in three copies, and forward them to the project director no later than the tenth day of the following month for each of the three quarters of the project period. These quarterly progress reports will present a brief written summary of progress under the contract. These reports will also serve to support quarterly billings under the payments schedule of Part 1-21. The quarterly reports will also include specific statements as to each stipulated task as to overruns or short falls on: (1) the time-phased task performance schedule submitted in the proposal; (2) the straight line projection of total direct costs for the twelve months project period, which projection will be submitted in the proposal as a part of the work plan; (3) a straight line projection of the total direct labor hours for the project life, which projection will be submitted in the proposal as part of the work plan.

These progress reports will also point out any areas of difficulty materially impeding the progress of the project or any area in which the project director can be of assistance to the contractor.

b. Prepare a final report as follows:

- (1) A full report of the evaluation will be prepared by a contractor no later than 30 days after the project completion. A minimum of twenty copies of this report will be prepared.
- (2) One of the final reports must be the original reproduction master, without any binding, for use in such reproduction as may be necessary.
- (3) The final report will contain a bibliography, a general subject index, and a special index, by brief subject titles, describing conclusions and recommendations serially numbered in the report and referenced in the index as to the page numbers of the report on which located.
- (4) The final report will state the source, if any, for all conclusions and recommendations for any data utilized or developed to support such conclusions or recommendations, particularly if such source is governmental agency data or data provided by an individual unless the individual wishes his contribution to be anonymous, in which case the report will so state.

2-6 Prior Experience

- a. As a part of each proposal, offerors will provide biographical resumes of all personnel to be utilized as direct labor and of all consultants and on all

subcontract direct labor. Offerors should insure that the resumes carefully but briefly stress recent experiences directly applicable to the tasks set forth in Section IV of this proposal. This corporate resume will indicate the agency for which the work was performed and the time period of such performance.

2-7 Manpower

- a. Offerors should include the number of executive and professional personnel, by skill and qualification, that will be employed in the work on each task, including the preparation of the final reports. The proposal should show where these personnel will be stationed during the time they are engaged in work on the project and the projected total time each will be involved in work on the project.
- b. The proposal should identify all consultants, the hours of consulting efforts to be used, and the tasks on which employed. The offerors should indicate a willingness to certify that consultants employed are not subject to the standard clause 10 "Covenant Against Finders Fees" and are not being funded by any other agency for the performance of any work or any task under the contract when awarded.
- c. Because the research assistants who extract evaluation data from the police reports will require access to police reports, many of which have not yet come to

total contract basis and for each task, including preparation of the final report and briefing the Issuing Office staff.

(1) Manpower or Direct Labor.

- a. Itemize to show the following for each identified individual to be utilized as direct labor on a total contract basis and on an individual task basis:
 - (i) Estimate Hours
 - (ii) Rate per hour
 - (iii) Total cost
- b. Indicate offer's willingness to accept a condition of the contract that the hourly rates charged for any individual on direct labor will be similar to those charged to a Federal Government Agency or any state or local governmental unit over the same time period.
- c. Do not use an across-the-board fringe benefit percentage add-on to direct labor. These fringe benefits should be reflected in the overhead rates in burden.
- d. If hourly wages are computed, asterisk such direct labor hourly rates and provide an explanation of the annual hour program actually utilized in computing the hourly rates quoted.

No more than one-half of the sick leave authorized under present company policy may be used in determining your annual hour program for computing hourly rates.

- e. No premium pay will be included in hourly rates of direct labor.
- f. Secretarial help, proofers, collators, Xerox machine operators, and the like will not be listed as direct labor, notwithstanding that they are utilized in full-time or part-time employment on the contract. These categories of personnel will be included as overhead items in the burden rate. Any premium pay, if such employees are non-exempt personnel under prevailing company policies, will also be included in the burden rate.

(2) Burden Rate.

- a. Include in the burden rate only allowable and allocable indirect costs and indirect labor as well as general and administrative (G&A) expenses.
- b. Indicate what portion of the overall burden rate is attributable to G&A and the reasons why G&A is appropriate to the offeror's organization.
- c. Apply the burden rate to direct labor only.

(3) Direct Costs. Itemize direct costs into the following categories:

- a. Travel cost broken out into (1) transportation--to

be supported by documentation; (2) per diem at no more than \$25 per day covering lodging and subsistence, to be supported by documentation; (3) other travel costs, such as limousines or taxis to and from airports, and taxi fare between the out-of-town lodging and the work site.

- b. Reproduction costs for reports and other deliverable end items at no more than reasonable commercial Xerox or other standard reproduction costs per page.
- c. Consultation Costs. State the hourly or daily rate of consultants, which will not exceed a compensation of \$135 per day, assuming a complete day's work is performed.
- d. Subcontract Costs.
 - 1. Provide for each subcontractor a cost and price analysis similar in format to these requirements.
 - 2. Insert in direct cost of the proposal only the total cost of each subcontract.
 - 3. Insure that each subcontract is a fixed price type of contract.
 - 4. Total cost less fee or profit: compute the total of 1,2, and 3 above.
 - 5. Fee or Profit. No more than 10% fee or profit will be allowed. No fee or profit will be allowed for non-profit corporations or institutions.
 - 6. Total fixed price for project. Compute the total of 4 and 5.

2-10 Independent Price Determination. Include a statement substantially as follows: "This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Section I of the RFP to which this proposal is a response".

2-11 Standard Clauses Incorporated by Reference. The offeror will commit himself to incorporation by reference in the contract of the Standard Fixed Price Clauses found in SF-32, Federal Procurement Regulations, unless exceptions are specifically otherwise negotiated in the contract.

2-12 Assurance of Compliance with Civil Rights Act of 1964.

The offeror will agree to take necessary action on any contract award to put himself in compliance with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to regulations of the Department of Justice (28 CFR, Part 42) issued pursuant to that title, to the end that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be deprived of the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance from or through the Law Enforcement Assistance Administration.

2-13 Furnishing Financial or Other Required Contract Management

Information. Each offeror will indicate in his proposal his agreement to provide any financial or other information to the project director which the project director may be required to render in contract management reports to state or federal authorities.

Section III

C. THE SELECTION PROCESS

3-1 Proposal Evaluation. All proposals will be evaluated by a board consisting of:

- a. (1) The Crime Analyst of the Pueblo Police Department.
- (2) A staff planner from the Regional Criminal Justice Planning Office.

b. A review by the SPA fiscal and evaluation organization.

3-2 Criteria for Selection for Award. The following specific factors will constitute the criteria for selection for award:

- a. Technical design and program design. Emphasis will be placed on the depth and soundness of the offeror's design of the conference and their understanding of evaluation of police systems.
- b. Performance credibility based on experience and resources. Emphasis will be placed on specific experience in evaluation afforded by the offeror's personnel employed on the project. This experience should be demonstrated by successful completion of projects of comparable scope. Assigned key personnel must possess demonstrated familiarity in the design of evaluation with particular emphasis toward police systems.

c. Price

3-3 Verification. The Issuing Office reserves the right to approve all individuals assigned to the project by the contractor, and to contact former clients of any proposer to secure verification of successful performance and timely completion of projects and other pertinent information.

Section IV

D. PROJECT WORK STATEMENT

4-1 Statement. The project is for the design and implementation of an evaluation of the Patrol Emphasis Project for the Pueblo Colorado Police Department.

4-2 Task I. Design and prepare an outline insuring that the following activities are covered:

- a. Identify elements of data that will be required for evaluation.
- b. Locate in department records where needed elements of data are stored.
- c. Develop a plan to extract historical data.
- d. Develop a plan to periodically extract data as it is generated during the project.
- e. Develop a plan to train the assistants to recover historical and current data.

Task II. Conduct Evaluation

- a. Train assistants.
- b. Recover historical data.
- c. Recover data as it is generated.

- d. Prepare quarterly report on the progress of the department in attaining the objectives as stated in the grant application.

Task III. Post Evaluation.

- a. Deliver 20 copies of the evaluation to the project manager.
- b. At the convenience of the project director, deliver an oral presentation of the evaluation.

END