



CITY OF CLEVELAND
Mayor Justin M. Bibb

Community Police Commission
**TRAINING
REQUEST FOR
QUALIFICATIONS**

ISSUED: SEPTEMBER 20, 2022

RESPONSES DUE: 11:59PM, OCTOBER 18, 2022

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INTRODUCTION

Cleveland is leading the most progressive police reform agenda in the nation with multiple layers and mechanisms for police oversight including the Consent Decree, Office of Professional Standards, Inspector-General, Civilian Police Review Board and the new Community Police Commission.

In 2021, voters overwhelmingly passed a police accountability ballot initiative, known as Issue 24, which resulted in the creation of a new Community Police Commission (CPC) with increased power and responsibility. The new CPC is one of the strongest citizen oversight commissions in the United States and will make transformative change in how we police our communities.

To appoint and establish the new commission, the Office of the Mayor launched a rigorous, two-phase, community-led selection process. The Office received nearly 300 applications to join the new Commission, representing a surge in public interest to implement police accountability and reform.

The 13-member commission has numerous powers and duties as outlined in [Section 115-5](#) of the City of Cleveland's Charter. Through this RFQ, the administration is seeking assistance with developing a customized training program for new commissioners to ensure they understand the full extent of their powers and duties codified in law.

SCOPE OF SERVICES

The City is seeking to partner with a firm experienced in training programs for civilian oversight, similar to the Community Police Commission. This requires the development of a training program to educate commissioners of their numerous powers and duties outlined in Charter Section 115-5. Partners need to fully understand Cleveland's police reform history and systems of accountability and be dedicated to the success of the new CPC in its early stages.

The City is seeking a customized training program focused on the commissioners' powers and duties including drafting rules, establishing bias screening procedures, performing audits, making grants, assessing civilian complaints, understanding subpoenas, holding hearings, reviewing data, making high-stake judgements, maintaining confidentiality of sensitive information and implementing discipline.

The specific services sought by this RFQ include but are not limited to:

- Knowledge of the history of police oversight including understanding Brady and Giglio;
- Bias-free training to assist with making factual determinations and applying legal standards to make a recommendation;
- Legal and investigative training such as knowledge of how to draft rules, obtain subpoenas, conduct audits, collect evidence and question witnesses;
- Guidance on Critical Incident Reviews, conducting systematic investigations, analysis and reporting of Use of Force incidents;
- Knowledge of how to apply for and seek out grants regarding issues such as violence prevention;
- Assistance with developing the commission's processes and procedures so that duties are executed efficiently and effectively;
- Knowledge of policy-making to inform recruitment, hiring and training decisions;
- Knowledge of the municipal legislative process, how to best interact with the administration while remaining independent and how to navigate bureaucracy such as obtaining public records, holding public meetings etc.; and
- Assistance with developing best practices for interacting with residents, collecting community feedback and eliciting public comment.

SCHEDULE & DELIVERABLES

The provider will be expected to:

- Schedule and deliver customized training workshops to assist with onboarding new commissioners.
- Directly interact with the newly establish Community Police Commission and coordinate with its staff in regularly scheduled meetings and communications to deliver training;
- Identify opportunities for the new commission to engage with levels of government, the Cleveland Division of the Police and the community such as ride-alongs, community events etc.;
- Report on progress, successes and obstacles on a regular basis to the Office of the Mayor.

The provider will propose a work schedule based on its experience with cities developing civilian oversight agencies and the commission's unique needs. The City will expect the provider to be available as needed to monitor specific developments and advance the CPC's interests.

The provider will be under contract to provide these services for a period estimated to start no sooner than November 1, 2022 and last through February 28, 2023.

SUBMISSIONS PROCESS & SCHEDULE

Principal Contact

Delante Spencer Thomas, Chief Ethics Officer in the Law Department is the single point of contact (“Principal Contact”) for all matters relating to this RFQ. Proposers should direct all inquiries to the Principal Contact at: DThomas3@clevelandohio.gov

Proposers should not, under any circumstances, contact any City personnel (including senior City management or City employees with whom Proposers have an existing business or personal relationship) to discuss this RFQ without the Principal Contact’s prior written consent. Utmost discretion is expected of Proposers and all other RFQ recipients. Any recipient attempting to circumvent this process will risk elimination from further participation in the bidding process.

Submission Instructions

Proposer shall submit their Proposal electronically. Submissions shall be sent via email to the Principal Contact. The email subject heading should be in the following format: “Community Police Commission Training RFQ – [firm name] – Submission”.

The Finance and Fee Proposal must be packaged separately from the rest of the Proposal, submitted, ie in a different file attached to the same submission email.

Submissions should be prepared using Microsoft Office file formats to the maximum extent possible. They may be submitted in Adobe PDF formats or other common formats as appropriate.

Submissions must be made by 11:59 p.m. on October 18, 2022.

Submissions received after the deadline, which state that information will be provided “at a later date,” or which are otherwise incomplete or fail to comply with the requirements set forth in this RFQ will be disqualified from participation in this RFQ process. Submissions that are not made via email to the Principal Contact with the appropriate email subject heading may also be disqualified from participation.

Submissions may not be amended after the submission deadline.

RFQ Schedule

The City has developed an estimated timeline for this RFQ. The City will move as quickly and efficiently as possible to determine the feasibility of each submission, move forward with term sheet discussions, and ultimately conclude an agreement. The City reserves the right to modify or update this schedule at any point in time.

Date	Event
9/20/22	RFQ Release
9/27/22	Deadline for Submitting Questions
10/18/22	Deadline for Submitting Responses
10/19/22	City Begins Follow-Up and Contract Negotiations

Submitting Questions

The deadline for questions or requests for clarification is September 27, 2022 by 11:59pm. Questions must be submitted via email to the Principal Contact with the subject line: "Community Police Commission Training RFQ – [firm name] – Question".

Forms

Note: The submission of the forms referenced below ([available here](#)) is not required with the response to this RFQ. These forms will only be submitted by the Proposer selected to enter into contract negotiations, after the qualification evaluation process. The forms will be completed at the completion of the fee negotiation.

- Non-Competitive Bid Contract Statement for Calendar Year 2022.
- Cleveland Area Business Code – Notice to Bidders & OEO Schedules.
- Northern Ireland Fair Employment Practices Disclosure.
- Federal Form W-9 including Taxpayer Identification Number.

SUBMISSION TERMS

The City's Rights and Requirements

The Principal Contact may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Principal Contact specifies.

The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFQ. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interest.

The City reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the City's best interests. The Director may, at his/her sole discretion, modify or amend any provision of this notice or the RFQ.

Proposal as a Public Record.

Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal, may be considered a public record which, if properly requested, the City must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page - but only that page - of its proposal that contains that information. The City will notify the Proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as "proprietary" or "trade secret" will not protect an entire proposal and is not acceptable.

Failure to Comply

When determining the contractor's future eligibility for a City contract, the City shall consider a contractor's failure to comply with the representations of its proposal and the requirements under the *Code* as a failure to faithfully perform a contract.

Term of Proposal's Effectiveness

By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the City until the earlier of the execution of a final contract or 180 calendar days after the proposal submission deadline (the "Proposal Expiration Date").

Execution of a Contract

The Successful Proposer shall, within ten business days after receipt of a contract prepared by the City Director of Law, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the City together with evidence of proper insurance and intent to conform to all requirements of the contract. Attached hereto or which are a part hereof and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

"Short-listing"

The City reserves the right to select a limited number (a "short list") of Proposers to make an oral presentation of their qualifications, proposed services, and capabilities. The City will notify the Proposers selected for oral presentations in writing.

Proposer's Familiarity with RFQ; Responsibility for Proposal

By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFQ and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFQ or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the City has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the City. The City does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the City arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

Interpretation

The City is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFQ or a Proposal or given in any manner, except by written addendum. The City will deliver an electronic copy of each addendum issued, if any, to each individual or firm that requested and received a RFQ. Any addendum is a part of and incorporated in this RFQ as fully as if originally written herein.

PROPOSER QUALIFICATIONS

Vendors must meet these minimum prior experience requirements:

- Extensive knowledge of police regulation, reform and civilian oversight;
- Detailed knowledge of the powers and duties outlined in [Charter Section 115-5](#);
- Detailed knowledge of how municipal governments interact and function;
- Expert knowledge of the legal practices that would be required of the new commission and their duties;
- Past success in advising commissions and agencies in how they interact and establish relationships with the community;
- Past success in achieving objectives for clients;
- Highest ethical standards; and
- Possession of all required licenses.

SUBMISSION CONTENT

The RFQ submission should include the following sections in the following order:

Cover Page

- Must include RFQ title, complete vendor name and mailing address.

Cover Letter

- Must include telephone number and mail address for Proposer's point of contact.
- Submissions must confirm that the organization will comply with all provisions of this RFQ and include a conflict of interest statement.
- Must provide a brief description of the organization including history, number of years of business operations, type of services provided, legal status (corporation, partnership, etc.), and tax number.

Table of Contents

Executive Summary

- A summary (two page maximum) of key submission features, which should include but is not limited to:
 - high-level overview of your approach to civilian oversight;
 - your understanding of the Cleveland Department of Police's history and current status;
 - your understanding of the relationship that exists between the police, oversight agencies, the City and the community;
 - your experience; and
 - the distinguishing features of your submission.

Proposer's Exceptions (if any, to RFQ requirements or provisions)

Proposed Team Members

Minimum Qualifications

- Description of experience and capabilities in the applicable field(s), responsive to "Proposer Qualifications" described above. Should include but is not limited to:
 - Client references
 - Resumes for proposed team members
 - Individual references for each relevant team member.
- Failure to meet these minimum qualifications will render the statement of qualifications non-responsive, and it will be removed from further consideration.

EVALUATION FRAMEWORK

Detailed Narrative Describing Proposer's Approach (35 points)

- This should not be a restatement of the RFQ's Scope of Services. It should reflect the unique value that the Proposer can offer in the light most pertinent to the Proposer, framed to address the needs and goals described in this RFQ.

Analysis and Methods (35 points)

- An analysis of past work for which your group has successfully developed civilian oversight of law enforcement, including the impact of the oversight on the community.
- An analysis of training programs you have developed in the past for municipal commissions or agencies regarding police oversight;

Applications and Opportunities (35 points)

- A description of how your group would organize time to continually and effectively communicate with the Mayor, his team and the new commission.
- A detailed training program plan to ensure the commission is well-educated and ready to perform to the best of its ability.
- Potential opportunities for the commission to take advantage of to learn more about the Cleveland policing system and how to effectively conduct civilian oversight;

Firm's Experience (25 points)

- Description of qualifications for scope of work.
- Description of prior experience with other municipal governments.
- Description of capability to meet schedules and deadlines.
- Description of communication, cooperation, and follow-through skills.
- Any additional relevant proficiencies beyond those requested by this RFQ.

Organization (20 points)

- One or more charts setting forth the tasks or services involved in executing the submission.
- Identifying the team member(s) responsible for each task or service, including name and position/title.

Available Staff Experience (20 points)

- Provide the name and a current one-page resume, including projects within the past five years, for each of the personnel responsible for the tasks directly related to the tasks essential to the execution of this RFQ.

FEES & EXPENSES

- Fee proposals must be submitted as a separate document and will not be scored.
- Fees should be itemized by task or deliverable, as consistent with the submission's organization. The fee proposal should assign dollar amounts or percentages of total fees to each major work product. An ultimate agreement's payment schedule will match this itemization, unless revised.

SUPPLEMENTAL INFORMATION

- Can include any additional information Proposer would like to submit in support of its submission.