



**OFFICE OF THE CITY MANAGER
CONSULTING SERVICES FOR THE ESTABLISHMENT
OF AN ALTERNATIVE POLICE RESPONSE
INFRASTRUCTURE**

REQUEST FOR QUALIFICATIONS

RFQ # 21-003CMO

PRELIMINARY PROJECT DESCRIPTION

- 1) Project Name: Consulting Services for the Establishment of an Alternative Police Response Infrastructure
- 2) Project Owner: City of Dayton, Ohio
- 3) Project Location: City of Dayton, City Hall, 101 W. Third Street, Dayton, OH 45402
- 4) Primary Contact Person: Erin Ritter
Human Services Manager
City of Dayton
City Hall, 3rd Floor 101 W. Third Street Dayton, Ohio
45402
(937)-333-4089
Erin.Ritter@daytonohio.gov

The City of Dayton is requesting qualifications from qualified individuals for services related to the establishment of an Alternative Police Response Infrastructure. Interested individuals shall submit their Statement of Qualifications detailing the requirements noted herein. It is the City of Dayton's intent to review all Statement of Qualifications (SOQ's) submitted and begin negotiations with the highest scoring individual.

BACKGROUND

The City recognizes that systemic racism exists in our country, government, police force, and community. On June 18, 2020, the Dayton City Commission announced the working structure that is driving change for police reform in Dayton. The City's police reform initiative is a transformational, community-drive process consisting of five focus areas of reform: Oversight, Use of Force, Trainings & Implicit Bias, Recruitment & Promotions, and Community Engagement. Over 100 community members, Police Department, and City staff of all backgrounds work together to design solutions that work for everyone.

With a population of a little more than 140,000, Dayton is the sixth-largest city in the state. The City is comprised of a diverse group of people, with 40% of individuals identifying as Black or African American, 3% identifying with two or more races, 4% identifying as Hispanic, and 53% identifying as white. In addition, the City prides itself on its 'Welcome Dayton' initiative and strong relationships with our immigrant communities, who add to the strength and beauty of our City.

Through its work to continue to deepen community engagement by rank and file officers, and strengthen relationships with the community, the Community Engagement Police Reform Working Group has made the recommendation for the City to implement an Alternative Police Response. In an effort to decrease the incidences of police interactions with the community when unnecessary, the Dayton City Commission has approved this recommendation and the City has moved forward in its implementation.

Consulting with a national expert on police and community relations, the City has a plan for successful implementation for Alternative Police Response. In order to ensure success, the City seeks an experienced professional to implement the plan and build the infrastructure needed prior to hiring an entity that will provide the Alternative Police Response programming.

SCOPE OF PROJECT/PROJECT REQUIREMENTS

The respondent selected by the City will be required to provide professional services necessary for the City; including, but not limited to:

- Implement the City's plan for Alternative Police Response.
- Create the infrastructure needed for implementation via coordinating with Police Department, Montgomery County Regional Dispatch, Montgomery County ADAMHS, City of Dayton Mobile Crisis Response Unit, etc.
- Demonstrated facilitation/negotiation expertise.
- Shown ability to recognize and work to eliminate systemic racism, understanding of

implicit/explicit biases, and experience working on issues related to race.

- Establish procedures and policies necessary for successful implementation of an Alternative Police Response.
- Provide information, technical expertise, advice, and service in order to ensure successful collaboration between community partners.
- Prepare and make presentations for and to a variety of audiences (such as City management, elected officials, and community groups) on progress.
- Advise on and develop the RFP for an Alternative Police Response provider.

A) Period of Performance

The contract will be a term of one (1) year; however, prior to the expiration of the term, the contract may be extended for an additional period of time after RFP for Alternative Police Response provider, as agreed between the parties to ensure success of implementation. Any individual selected pursuant to this RFQ shall serve at the pleasure of the Office of the City Manager, and the professional services of any individual selected may be terminated, at the sole discretion of the City, upon delivery of written notice of such termination to the selected individual. The City is under no obligation to enter into a contract for these services as a result of the issuance of this RFQ and this RFQ may be canceled at any time, if it is determined to be in the best interest of the City.

B) Compensation for Services

Fee schedule shall include Hourly Rate anticipated for this project.

These fees shall be submitted in a separately sealed document from the response document.

C) Minimum Qualifications

To be eligible to respond to this RFQ, a certification by the respondent is required to each of the following requirements:

- 1) Bachelor's degree in public administration, human services, or other closely aligned field; and,
- 2) Demonstrated experience in program development and operations in public service programs; and,
- 3) Demonstrated knowledge and expertise working with police, government, and non-profit organizations; and,
- 4) Equivalent combinations of education and experience will be evaluated for comparability and applicability; and,
- 5) Must have no conflict of interest in representing the City

D) Responsive & Responsible Respondent

Respondent must submit a Statement of Qualifications (SOQ) which conforms in all material respects to this RFQ, as determined by the City, and the respondent must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by the City.

E) Nonconforming Terms and Conditions

An SOQ that includes terms and conditions that do not conform to the terms and conditions in the RFQ is subject to rejection as nonresponsive. The City reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its SOQ response prior to a determination by the City of non-responsiveness based on the submission of nonconforming terms and conditions.

F) General Guidelines

1) Expenses Incurred in Preparing City Statement of Qualification

The City accepts no responsibility for any expense incurred by the respondent(s) in the preparation and presentation of an SOQ. Such expenses shall be borne exclusively by the respondent(s).

2) Registration with City of Dayton

By submitting an SOQ, the respondent agrees that if selected for award of this RFQ, if not already registered, that it will do so within seven (7) business days of being offered an award.

3) Debarment

By submitting an SOQ, the respondent certifies that it is not currently debarred from submitting SOQs for contracts issued by any political subdivision or agency of the State of Ohio or Federal government, and that it is not an agent of a person or entity that is currently debarred from submitting SOQs for contracts issued by any political subdivision or agency of the State of Ohio or Federal government.

4) Additional Information

Questions about this RFQ must be submitted via email directly to the contact first identified on the cover page of this RFQ. Respondents are cautioned that any statements made by the contact person that cause a material change to any portion of the RFQ shall not be relied upon unless subsequently ratified by a formal written amendment. All questions and answers shall be published to respondents by the deadline first mentioned

herein on the City of Dayton website: www.daytonohio.gov/bids.aspx

5) Release of Information

The City will not release information submitted in response to this RFQ during the evaluation process or prior to an engagement award. After all respondents have been notified of the engagement award, respondents' SOQs will be available in accordance with the City of Dayton's public information policy.

TENTATIVE RFQ SCHEDULE

<u>March 1, 2021</u>	RFQ posted to the City of Dayton Website
<u>April 6, 2021</u>	Deadline for questions related to RFQ** (12:00 PM EST)
<u>April 9, 2021</u>	Deadline for responses to all questions related to RFQ to be posted to the City of Dayton's website (5:00 PM EST)
<u>April 21, 2021</u>	Due date for RFQ. All SOQ responses due (2:00 PM EST)
<u>April 21-April 30, 2021</u>	SOQ responses evaluated and clarifications sought (if necessary)
<u>May 3, 2021*</u>	Evaluation Committee makes recommendation to City Manager for selection of firm
<u>May 10, 2021*</u>	Notification of award

(*) – Dates are estimated and are subject to change.

(**) – Questions may only be received in writing, directed to the contact identified on the cover page of this RFQ

STATEMENT OF QUALIFICATION SUBMISSION

The first page of the SOQ should be a title page which is clearly marked with the name of the respondent, the services to be provided (as stated on the Title Page of this RFQ), the RFQ number and the due date of the response. **Thereafter, the SOO must include the following information and should be labeled and tabbed as follows:**

- 1) Statement of Interest
- 2) Individual Qualifications
 - A) Number of years' experience
 - B) Qualification and experience.
 - i. The name, telephone number and email address of the individual responding to this RFQ.
 - C) Provide the full name and address of your organization and any satellite/branch offices that will perform or assist in the execution of this project. It is a requirement of this project that your firm is licensed to operate in the State of Ohio.
 - D) Please provide the qualifications, including certifications, education, skills, and experience.
- 3) Capacity to Perform the Work
 - A) Availability of individual.
 - i. Demonstration of minimum experience and technical competence of the individual with respect to, but not limited to: project management experience; experience, knowledge of, and compliance with state and federal ethics rules.
 - ii. The capacity and capability of the individual to provide the services requested.
 - B) Subject Matter Experience
 - i. Demonstrated experience in program development and operations in public service programs
 - ii. Demonstrated knowledge and expertise working with police, government, and non-profit organizations
 - iii. Past experience working with and coordinating between government and non-profit organizations in order to implement a program, plan, goal.
 - iv. Knowledge of government powers, functions, services, responsibilities, organizational dynamics, and administrative procedures.
 - v. Expertise in Alternative Police Response programs, Regional Dispatch, and Dispatch call types.

- 4) References: Provide a list of references on form provided as Exhibit A. At least three (3) contract references of comparable size and scope are required.
- 5) Insurance
 - A) Documentation of Professional Liability Insurance Policy
 - i. Selected Consultant Reference: As a reference, the selected Consultant shall meet the following insurance requirements: During the term of this project, Consultant shall maintain, at its sole cost and expense, no less than the following insurance issued by an insurance company authorized to conduct business in the State of Ohio and having an "A" rating or better by A.M. Best.
 - ii. Should consultant not be able to obtain these limits due to size or type, an alternative shall be provided and will be discussed.
 - B) General Liability Insurance, having a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate.
 - C) Automobile Liability Insurance, having a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
 - D) Employers' Liability Insurance, having a limit of \$500,000 for each occurrence.
 - E) Professional Liability Insurance, having a limit of \$1,000,000 annual aggregate.
 - F) Consultant shall maintain errors and omissions insurance in the amount of \$1,000,000.00.
- 6) Price (SEPARATE SEALED DOCUMENT)
 - A) Fee schedule shall include Hourly Rates anticipated for this project.. Additionally, respondent must identify any fees and anticipated expenses applicable to the provision of the services.
 - B) This document(s) should be in a self-contained separate document included with the submission.
 - i. The City of Dayton will negotiate with the vendor who submits the most advantageous proposal based on the rankings of the evaluation team.
 - ii. The selected individual and the City of Dayton will jointly work on developing the Scope of Services for the project detailing all of the needed services and assigned hours.

- C) Project Fee Submittal: Negotiations will be conducted with one vendor at a time and only if an agreeable cost cannot be conceded, the next scored vendor will be contact. The Fee Schedule submitted prior to interviews will be used to cross reference the rates submitted in the Project Fee Submittal.
- i. Once it is determined that the Vendor and the City cannot come to agreement and the City moves on to the next proposal; that vendor is no longer considered an eligible response.

SUBMITTING A PROPOSAL

Each Individual seeking consideration for performance of services related to this RFQ must submit their Letter of Interest and Statement of Qualifications. Individuals are to submit one (1) original copy signed by an officer authorized to bind the company with all documents in Adobe PDF format. All proposals shall be sealed, properly addressed with the name of the Individual and sent to: BIDS@DAYTONOHIO.GOV

Individual's Letter of Interest and Statement of Qualifications must be received at the above email address, **by 2:00 PM on April 21, 2021**. Submittals received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the submittal. The responsibility of timely delivery lies solely with the Individual.

Topic: RFQ 21-003CMO Time: Apr 21, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting: Meeting ID: 865 2356 8103 Passcode: 699120
<https://us02web.zoom.us/j/86523568103?pwd=ekRLUjFrVzB4Y0xnWnJMRnRjR0NOUT09>

One tap mobile below or find your local number: <https://us02web.zoom.us/u/kbd4jsJVW8>
+13126266799,,86523568103#,,,,*699120# US (Chicago)
+19294362866,,86523568103#,,,,*699120# US (New York)

The City reserves the right to reject any and all submittals, to waive any irregularities in a submittal, or to accept the submittal(s) which in the judgment of proper officials, is in the best interest of the City. The City reserves the right to accept a part or parts of a submittal unless otherwise restricted in the RFQ or issue subsequent RFQs. The City reserves the right to approve or reject any sub-Contractors proposed for work under this proposal or waive any minor irregularities

The City reserves the right to select the successful Individual once all proposals are received, firms are short listed and interviewed without seeking further information for clarification from Individual s. Upon review of submittals, the City will designate the most qualified Individual as finalists. These finalists may be invited to make oral presentation and participate in a question and answer session with the City. The City shall have the right to visit selected reference submittal sites, should this be deemed necessary. Once evaluations have been completed, the City will rank the finalists and begin negotiations with the highest ranked vendor. Negotiations will occur with only one vendor at a time.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this RFQ. The City does not guarantee that any contract will be awarded because of this RFQ. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

EVALUATION OF STATEMENT OF QUALIFICATIONS

The Evaluation Committee will use the following criteria to evaluate all acceptable proposals and to develop recommendations to be presented to the City leadership:

- 1) Demonstrated experience in program development and operations in public service programs; Demonstrated knowledge and expertise working with police, government, and non-profit organizations; Past experience working with and coordinating between government and non-profit organizations in order to implement a program, plan, goal; Knowledge of government powers, functions, services, responsibilities, organizational dynamics, and administrative procedures; Expertise in Alternative Police Response programs, Regional Dispatch, and Dispatch call types. **50 Points**
- 2) Demonstration of minimum experience and technical competence of the individual with respect to, but not limited to: project management experience; experience, knowledge of, and compliance with state and federal ethics rules; The capacity and capability of the individual to provide the services requested. **30 Points**
- 3) Ability to offer the City a proposals to provide direction that is backed by experience through reference checks. **5 points**
- 4) It is the policy of the City to promote full and equal business opportunity to all persons doing business with the City. The City must ensure that businesses seeking to participate in contracting and procurement activities with the City are not prevented from doing so based on the race or gender of their owners. The City is committed to ensuring that it is not engaged in passive participation in any form of discrimination. (R.C.G.O. Section 35.32) It is the City of Dayton's position to encourage the greatest participation possible on all projects connected with any aspect of the City's auspices through the Procurement Enhancement Program (PEP). All Consultants are encouraged to visit <http://daytonhrc.org/business-technical-assistance/certification/> to learn more about PEP and other certification programs, and to review the list of currently certified Minority-Owned, Woman-Owned and Small Business Enterprises. **5 Points**
- 5) Dayton Local Company. **5 Points**
- 6) Conformance with RFQ instructions regarding format of SOQ. **5 Points**

Total **100 Points**



City of Dayton, Ohio
Office of the City Manager
Consulting Services- Alternative Police Response Infrastructure
RFQ No. 21-003CMO
MARCH 2021

EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this proposal will be in full accordance with the City of Dayton specification applying thereto unless exception are stated above.

The Proposer’s name and address exactly as it would appear in a contract:

Entity Name: _____

Street Address: _____

City, State, Zip: _____

Proposer’s Phone Number: _____

Proposer’s Fax Number: _____

Proposer’s E-mail Address: _____

Form of Ownership Sole Proprietorship Franchise Partnership Corporation
 Joint Venture LLC Other (Specify): _____

If a corporation, state of incorporation: _____

Federal Identification Number (or SSN if sole proprietorship): _____

Please include your IRS Form W9 with your proposal.

I certify the proposing entity complies with City of Dayton Ordinance #30829-09 and the City’s Revised Code of General Ordinances Section 35.70 through 35.74 regarding Living Wages. Yes No

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this proposal on behalf of your business entity. Please continue completing this exhibit on the next page.

EXHIBIT A – LETTER OF TRANSMITTAL (continued)
COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: _____

Company's Primary Business - State the proposer's primary business, the number of years in the industry, and the number of employees assigned to these related activities:		
Primary Business	# of Years	# of Employees Assigned

If a corporation, state of incorporation: _____

Current Pending Lawsuits: Please provide all suits either with the City of Dayton or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies:

Local Office of Proposer: Office in/nearest to Dayton, Ohio: _____

Federal Identification Number (or SSN if sole proprietorship): ##-#####

Key Personnel:

Name	Title	Contact Information: Mailing address, telephone number, fax number and email address	Designated as Primary Contact for the City of Dayton? YES / NO



City of Dayton, Ohio
 Office of the City Manager
 Consulting Services- Alternative Police Response Infrastructure
 RFQ No. 21-003CMO
 MARCH 2021

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company: _____

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company for RFP No. 21-009HR. Do not use the City of Dayton as a reference.

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____



City of Dayton, Ohio
 Office of the City Manager
 Consulting Services- Alternative Police Response Infrastructure
 RFQ No. 21-003CMO
 MARCH 2021

EXHIBIT C – PRODUCT MANUFACTURE LABOR STANDARDS: VENDOR COMPLIANCE FORM

By informal resolution 301-97, the City of Dayton is prohibited from purchasing, leasing, renting or taking on consignment goods for use or for resale by the City which were produced under sweatshop conditions.

The City of Dayton requests the following information concerning the products you intend to provide to the City because of this bid. This information will allow us to determine your products’ compliance with the standards outlined in informal resolutions 301-97.

We require that you make a good faith effort to ascertain the following about the factories which manufacture the products you intend to supply to the City and that you make information available to us for our verification of your claims.

Child Labor. The factory or producer does not employ anybody younger than the legal age as established by the jurisdiction in which such factory or producer is located for children to work or participate in the production.

Forced Labor. The factory or producer does not use forced labor of any kind-prison labor, indentured labor or bonded labor. However, goods produced by prisoners and/or patients as part of a formal rehabilitation or treatment program shall not be considered “forced labor” under the terms of this section.

Wages and Benefits. The factory or producer pays and/or provides at least the minimum wages and/or benefits as required by law in the jurisdiction in which the factory or producer is located.

Hours of Work. Employees are not required to work more hours than the maximum allowed by law for the jurisdiction in which the factory or producer is located.

Worker Rights. The factory or producer makes available to its employees such rights and procedures as required by law for the jurisdiction in which the factory or producer is located.

Health and Safety. The factory or producer provides at least the minimum safe and healthy working environment as required by law for the jurisdiction in which the factory or producer is located.

Notice to Employees. The factory or producer provides all applicable notices to its workers as required by law for the jurisdiction in which the factory or producer is located.

This compliance form must be submitted with your bid. If at any time your products are found to be out of compliance with these standards, or if you refuse to provide information to the City for our verification of compliance, the City reserves the right to terminate contracts for those products.

City of Dayton Ref. No.: _____
 Bidding Company: _____
 Address: _____

 Signature/Title: _____
 Federal I.D.#: _____
 Phone No.: _____
 Fax No.: _____



City of Dayton, Ohio
Office of the City Manager

Consulting Services- Alternative Police Response Infrastructure
RFQ No. 21-003CMO
MARCH 2021

EXHIBIT D- BUSINESS INCOME TAX QUESTIONNAIRE

Business Income Tax Questionnaire

The following information is required to determine your City of Dayton, Ohio income tax liability, if any, and to set up your account if required.



Type of Tax Filing: (check all that apply)

- 1. Employee Withholding FEIN # _____
- 2. Corporate Earnings FEIN # _____
- 3. Individual Ownership Earnings SSN # _____
- 4. Partnership Earnings FEIN # _____

Company Name _____ Phone # _____

Mailing Address _____ City _____ St. _____ Zip _____

Local Business Address _____ City _____ St. _____ Zip _____

Check the jurisdictions that we administer that you operate in:

- Dayton City Limits Dayton Wright Brothers Airport Dayton International Airport NONE

Date Business Started in Our Taxing Jurisdiction _____

Your Accounting Period? Calendar Year _____ or Fiscal Year ending on _____

Withholding Information *Quarterly Withholding cannot exceed \$600.00

- Do you have employees? Yes or No Date First Employee Started Working in Our Jurisdiction _____
- Do you submit withholdings QUARTERLY* or MONTHLY? _____
- Is this a courtesy withholding for your employees who are residents of the above cities only? Yes or No

Do you rent or sublease property or space in the Dayton jurisdiction to another business or individual? Yes No

If so list Names, Addresses, and Tax ID below. If Yes, do they have employees working at that location? Yes No

Do you use Subcontractors? Yes No If so list Names, Addresses, and FEIN or Social Security Numbers below.

If you have filed returns with our office before, show Name and Tax ID #s used, and for what tax years you filed.

Full name of Owner of Company _____

If this is a change of ownership, please provide the date of change, the name, address, and phone number of former owner

If you are not liable to pay taxes in our jurisdiction, please explain why.

Signature _____ Title _____ Date _____

Thank you for your cooperation in this request. For more tax information is available at www.daytonohio.gov

Please return by MAIL or by FAX to: City of Dayton, Division of Revenue & Taxation, 101 West 3rd Street, P.O. Box 2806, Dayton, Ohio 45401
(937) 333-3500 ~ Fax (937) 333-4280