This Request for Proposal (RFP) is for the purpose of establishing a contract with a qualified firm to provide consulting services for a Police Department Staffing Analysis.

GENERAL REQUIREMENTS: Proposers are to submit ten (10) packets. Submit one (1) original plus nine complete copies of the proposals.

SUBMISSION LOCATION: The Village Of Tinley Park
16250 South Oak Park Avenue
Tinley Park, IL  60477

SUBMISSION DATE: Friday September 15th, 2017 by 5:00 p.m.
Responses received after the time specified will not be opened.

CONTACT QUESTIONS: Submit questions via email to: The Village of Tinley Park, attention Hannah Lipman, Administrative Intern, at hlipman@tinleypark.org or via phone (708)444-5000. Questions are required no less than three (3) business days prior to the RFP opening date. Absolutely no informal communication shall occur regarding this RFP, including requests for information or speculation between Proposers or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer that the Village is aware of and may be answered by addendum.

CONTENTS: The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- Notice of RFP
- General Terms and Conditions
- Project Overview
- Submission Requirements
- References
GENERAL TERMS AND CONDITIONS

1. Negotiations:
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. Nothing in this RFP is intended as a contract or as any kind of promise or commitment to enter into an agreement.

2. Confidentiality:
RFPs and responses thereto are subject to the Illinois Freedom of Information Act (“FOIA”).

3. Reserved Rights:
The Village of Tinley Park reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject any or all RFPs. The Village reserves the right to waive any immaterial defect in any RFP. The Village may seek clarification from a proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.

4. Incurred Costs:
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFP.

5. Award:
Award, if any, will be based on the highest ranked responsive, responsible bidder. Award, if any, will be based on the evaluation criteria set forth herein.

6. Discussion of RFP:
The Village of Tinley Park may conduct discussions with any proposer who submits a response to this RFP. During the course of such discussions, the Village shall not disclose any information derived from one proposer to any other proposer.

7. Time and Effort:
Time is of the essence. The proposer shall be able to devote sufficient resources to the Village.

8. Responsibility and Default:
The proposer shall be required to assume responsibility for all items listed in this RFP. The successful proposer shall be considered the sole point of contact for purposes of any service agreement entered into by the Village.

9. Interpretations or Correction of Request for Proposals:
Proposer shall promptly notify the Village of Tinley Park of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.

10. Addenda:
Addenda are written instruments issued by the Village prior to the date of receipt of qualifications, which modify or interpret the RFP by addition, deletions, clarifications, or corrections. Each proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such proposer has received and understands fully the contents of the addenda.

11. Taxes:
The Village of Tinley Park is exempt from paying Illinois State taxes.

12. Non-Discrimination:
Proposer shall comply with the Illinois Human Rights Act, 778ILCS 5/1-101 et seq. as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 780 (Appendix A), which is incorporated herein by reference.
13. **Insurance: Please submit certificate with your proposal**

The proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of credible insurance. Insurance in the following types and amounts is necessary:

- Professional Liability to include, but not be limited to, coverage for Errors and Omissions to respond to claims for loss therefrom:
  - General Aggregate Limit $1,000,000
  - Each Occurrence Limit $500,000

Proposer agrees that with respect to the above required insurance, the Village of Tinley Park shall:

- Be named as additional insured by endorsement as their interest may appear;
- Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of any working relationship and thereafter with certificates evidencing renewals or replacement of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

14. **Change in Status:**

The proposer shall notify the Village of Tinley Park immediately of any changes in its status resulting from any of the following: (a) proposer is acquired by another party; (b) proposer becomes insolvent; (c) proposer, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate any professional working relationship with the vendor immediately on written notice based on any such change in status.

15. **Precedence:**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Responder Agreement; The Village of Tinley Park Request for Proposal; and the Responders Response to RFP.

16. **Submittal and Evaluation Factors:**

The most promising responses as determined by the Village of Tinley Park will be evaluated in detail. Additional information may be sought from firm(s). Firms may be asked to present and explain their proposals. The key person to be assigned to this project must be present at this interview. The Village reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the Village. The Village reserves the right to reject any or all proposals and is not and shall not be bound to select one or more proposer to provide services to the Village.

The Village also reserves the right to exercise its discretion and be the sole judge of all proposals.

In determining responsibility, the following will be considered by The Village. The relative important of each evaluation criteria is shown in parenthesis to the right of each selection criteria:

A. Prior experience in the facilitation and design of police department staffing studies for municipal organizations (30%);

B. Proven methodology for development of specific plans of action for implementation of goals derived from the police staffing analysis (30%);

C. Ability to dedicate sufficient resources to the project (20%);

D. The character, integrity, reputation, judgement, experience and efficiency of the proposer (10%); and

E. Familiarity and experience with the Village of Tinley Park and/or other local government entities (10%).
PROJECT OVERVIEW

1. **Intent:**
The Village of Tinley Park may enter into an agreement with a qualified firm to conduct a Police Department Staffing Analysis.

2. **Background:**
The Village of Tinley Park (population of approximately 60,000) employs over 400 employees (approximately 200 full time and 200 part time). The Tinley Park Police Department is located at 7850 W. 183rd Street. Current staff consists of over 150 employees, including patrol officers, reserve officers, crossing guards, and full and part time civilian personnel. The Police Department is split into two sections: Operations and Administration.

3. **Project Scope of Services:**
The purpose of this Request for Proposals (“RFP”) is to select a firm qualified to conduct a staffing study and analysis for the Village’s Police Department. The selected firm is expected to provide qualified and expert professional services, including but not limited to:
   a. Determine the number of field patrol officers and supervisors currently required to enable a department to:
      i. Respond to emergency demands of citizens in a timely manner;
      ii. Respond to non-emergency demands of citizens in a timely manner;
      iii. Conduct prevention and other proactive patrol tasks effectively, including community-oriented policing and problem solving;
      iv. Conduct all other necessary patrol tasks effectively, including traffic control and special missions;
      v. Allow officers to meet all administrative requirements satisfactorily, including report writing, training, court, and personal needs; and
      vi. Promote the safety of the public and police officers.
   b. Assess gross patrol staffing requirements for the immediate future.
   c. Suggest a plan for deploying the required number of patrol officers and supervisors most cost-effectively, by shift and patrol area in response to geographical incidence of crime and demands for non-crime services.
   d. Identify crimes, victims and police services that require more effective response.
   e. Evaluate how productively personnel and other resources are used to conduct current operations.
   f. Project future workload and service demands.
   g. Specify appropriate levels of personnel needed to conduct current and future departmental operations.
   h. Identify functions performed by a department that can be performed more effectively by alternative means and/or agencies.

4. **Submission Requirements:**
   a. An overview of the consultant, its history, staff and principals.
   b. Describe in detail the consultant’s experience in Police Department Staffing Analysis.
   c. Provide a list of clients to whom the consultant has provided similar services.
   d. Describe the makeup of the project team.
   e. Provide a detailed breakdown of the fee structure and costs associated with fulfilling the requirements of the scope of services. The fee for services is expected to include fees for ALL consultants. Include a schedule of hourly rates for team members.
f. Provide a statement from consultant’s counsel that there is no material or threatening litigation, or contractual or other business relationship, involving consultant or the principals, shareholders, officers, directors or employees that would prevent or limit the consultant from providing any and all of the services or would constitute a conflict of interest or cause the appearance of impropriety.

g. Provide a time line for the delivery of services of the project.

h. Provide multiple references for all members of the team with contact names and numbers.