



## Request for Proposals

### Township of Hillside

Consulting Services  
Township of Hillside Police Department  
Policies and Procedures Update and  
Accreditation by N.J. State Association of Chiefs of Police

Advertisement Date:

Proposal Submission Date:

**TOWNSHIP OF HILLSIDE  
CONSULTANT FOR POLICE DEPARTMENT**

**OBJECTIVE**

The Township of Hillside is seeking a consultant to work with the Hillside Police Department, Mayor and Council for purposes of developing updated policies and procedures for the Township's Police Department. The consultant's services will include a complete rewrite/revision of the existing Hillside Police Department's standard operating procedures (SOPs), policies, procedures, rules and regulations to ensure compliance with all federal and state laws and regulations, in addition to New Jersey State Chiefs of Police standards, and other related services as required by the Hillside Police Department resulting in accreditation by the New Jersey State Association of Chiefs of Police.

Proposers must provide adequate documentation in their response to this RFP that clearly confirms that the following minimum requirements are satisfied:

- I. Must be staffed by experienced and credentialed law enforcement professionals, who, in total, have an established and verifiable record of success in helping at least ten (10) law enforcement agencies in New Jersey in providing similar services, please provide references including the contact names, titles, address and phone numbers;
2. Must be staffed by experienced and credentialed assessors, who, in total have an established and verifiable record of performing official on-site assessments for at least ten (10) law enforcement agencies, please provide references including the contact names, titles, address and phone numbers;
3. Must be able to work with other law enforcement professionals;
4. Must be able to work under pressure and meet short deadlines;
5. Must be able to start immediately;
6. Ability to provide necessary recommendations for training in new policies and procedures to the Hillside Police Department personnel;
7. Responsible for drafting new procedures for the Hillside Police Department. In addition, update SOPs to support new Standard Operating Procedures for the Police Department that meet New Jersey State Chiefs of Police Accreditation Standards and apply and receive such accreditation.
8. Ability to work with and provide the Hillside Police Records Management' System with the necessary documentation (SOPs, Policies, etc.) in a compatible electronic format: and

9. Attend any meetings that may be required by The Township of Hillside Municipal Council.

### **MINIMUM FILING REQUIREMENT**

Interested parties wishing to provide a proposal in response to this solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document. Failure to submit the following documents is a mandatory cause for the proposal to be rejected.

1. An executive summary, of not more than two pages, identifying and substantiating why the consultant is best qualified to provide the requested services. Proposals should be prepared simply and economically, providing a straight forward concise description of the individuals/firm's capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.
2. A description of services that will be provided along with a proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product
3. In its proposal, the consultant must identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regards to this engagement, or the Township.
4. A staffing plan listing those persons who will be assigned to the engagement if the consultant is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience and number of years with the consultant. The consultant must fully describe the use of out-side resources vs.in- house resources in accomplishing this work effort.
5. The full name of the proposer, the principal place of business and, if different, the place where the services will be provided.
6. Name of the key contact person.
7. A description of the business organization (i.e., sole proprietorship, corporation, partnership, joint venture, etc.); its ownership and organizational structure.
8. The number of years the organization has been in business under the present name, and the number of years the business organization has been under the current management.
9. A statement that neither the firm nor any individuals assigned to this project have ever been prohibited from working with public entities in the State of New Jersey.

10. A description of any particular area(s) of expertise the proposer or proposer's staff may have that has not been included in the responses provided above.
11. A proposed budget based on the above outline of tasks, products and schedules for the full term of the agreement. Proposers shall submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s). By submission of a qualification statement, proposer acknowledges and agrees to adhere to the fee schedule to be set by the entities at the time of awarding any contract for the subject services.
12. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years.
13. Confirmation of any appropriate federal and state licenses to perform activities.
14. Completed Checklist Submission Form
15. Executed Proposer's Affidavit (Form 1 attached)
15. Reference Form (Form 2 attached);
16. Non-Collusion Affidavit (Form 3 attached);
17. Stockholder Statement of Ownership (Form 4 attached);
18. State of New Jersey Debarred List Affidavit (Form 5 attached);
19. Acknowledgment of Receipt of Addenda (Form 6 attached);
20. Disclosure of Activities in Iran (Form 7 attached);
21. Certification of Ethics Complaint Disclosure (Form 8 attached);
22. Executed Hold Harmless Agreement (Form 9 attached);
23. Executed Disclosure Statement (Form 10 attached);
24. Mandatory Equal Employment Opportunity Language (Form 11 attached);
25. Required Evidence Affirmative Action Regulations (Form 12 attached);
26. Certification of Compliance with Township of Hillside's Pay to Play Ordinance (Form 13 attached);
27. Americans with Disabilities Act of 1990 (Form 14 attached);

28. State of New Jersey Business Registration Certificate (Sample I attached);
29. Certificate of Employee Information Report (Sample 2 attached); and
30. Internal Revenue Service (IRS) Form W-9 (Sample 3 attached).

