



**Division of Criminal
Justice Services**

**REQUEST FOR APPLICATIONS (RFA)
ADMINISTRATIVE STUDIES CONSULTANTS
RFA # CJS 2017-03**

June 8, 2017

NYS Division of Criminal Justice Services
Alfred E. Smith State Office Building
80 South Swan Street
Albany, New York 12210

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I. GENERAL INFORMATION FOR PROSPECTIVE CONTRACTORS

A. Subject

The Division of Criminal Justice Services (Division or DCJS) is seeking a pool of qualified law enforcement professionals to assist the Division in conducting administrative studies (see Section II) of law enforcement agencies. The Division intends to develop a list of potential consultants with whom it can contract with in the future to provide administrative studies services.

B. Purpose

The purpose of this Request for Applications (RFA) is to obtain applications from interested and qualified individuals for consideration by the Division to satisfy its need for administrative studies consultants. Sub-contracting is not acceptable.

C. DCJS Contact Information/Submissions and Inquiries

Proposals must be submitted to DCJS' Office of Public Safety address below to be considered as an eligible applicant. All other applications will be rejected.

Hilary McGrath
Criminal Justice Program Representative 2 (Administration)
New York State Division of Criminal Justice Services
Alfred E. Smith State Office Building, 3rd Floor
80 South Swan Street
Albany, New York 12210

All inquiries concerning this RFA must be directed via email to Hilary McGrath at hilary.mcgrath@dcjs.ny.gov

D. Application Content and Submission

1. Interested Applicants must submit:
 - a. the attached application form completed in its entirety;
 - b. a current, dated resume;
 - c. documentation of administrative study experience (see Section III.A.2), and;
 - d. Attachment A, indicating whether he/she will be using New

York State businesses for commodities, services, or technology in carrying out the performance of their contract (i.e. travel arrangements, document production, copying, or other material).

E. Acceptance List Period

1. An applicant who has been placed on an acceptance list shall remain on the list of potential consultants through June 30, 2022 and will be taken off the list only upon written request of the applicant. In addition, the Division will continue to accept applications during the life of the list. The Division will review all newly submitted applications for responsiveness to the RFA and completeness. All new applicants, who are found by the Division to have submitted acceptable applications and met minimum qualifications, will have their names added to the list of potential consultants and will be eligible for selection in accordance with this RFA.

F. Acceptance List Notification

The Division will notify all applicants electronically whether or not they have been placed on the acceptance list of potential consultants.

II. Background and Program Information

A. Office of Public Safety

The NYS Division of Criminal Justice Services is an agency within the Executive Department. Its functions, powers, and duties are described in NYS Executive Law Article 35. There are several offices within the Division, including the Office of Public Safety (the "Office"). The Office's Administrative Studies Program offers assistance to law enforcement agencies in examining staffing and operational efficiencies. The purpose of these studies is to provide public officials with a professional and objective analysis that may assist decision-making at the local level. Every study is unique and may involve focusing on calls for service, staffing, and scheduling in relation to existing policies and procedures specified by the requesting entity to the Division.

DCJS performs administrative studies pursuant to Executive Law §837 (5) which establishes that DCJS shall: "Conduct studies and analyses of the administration or operations of any criminal justice agency when requested by the head of such agency and make the results thereof

available for the benefit of such agency.”

When the Office receives a request to conduct an administrative study from a law enforcement agency, the Office will solicit from the list of potential consultants as to their availability. The Office will select one consultant to assist the Office with the study consistent with the best interests of the State (Specific qualifications are addressed in Section III).

B. Consultant Responsibilities

The primary responsibilities of administrative studies consultants include working with Office staff to meet with law enforcement agency personnel, both in person and via telephone conference call, conduct statistical analysis of data provided by the law enforcement agency, provide results to DCJS as directed, and work in conjunction with DCJS to complete the study.

III. Qualifications and Selection

A. Evaluation of Application

1. Consultants will have a minimum of ten (10) years of experience in the field of law enforcement including: organizational and operational management; statistical analysis; staffing and resource allocation; strategic planning; program evaluation; personnel management; knowledge of current trends in policing; and an understanding of factors that may affect law enforcement agencies in a way that is unique to the communities they serve.
2. Applicants must thoroughly document all qualifying experience in the application.
3. A master's degree from an accredited college or university in Organizational Leadership, Statistical Data Analysis, Public Administration, or Criminal Justice Administration is not required, but desirable.

The Division will review all submitted applications for responsiveness to the RFA and completeness. All applicants found by the Division to have submitted complete applications, and have demonstrated that they meet the minimum qualifications, will have their names placed on a list of potential consultants. When a need arises for a consultant for an administrative study, the Division will canvas the list and select a consultant from among those individuals who remain interested and available. Selection will be at the sole discretion of the Division,

and be based upon the individual's qualifying experience and educational background to the study to be conducted, a review of references, a telephone interview, and anticipated costs.

4. It is not known yet how many assignments will be available.
THERE IS NO GUARANTEE THAT THOSE PLACED ON THE LIST OF POTENTIAL CONSULTANTS WILL BE SELECTED TO CONDUCT ANY STUDIES.

B. Assignments and Compensation

1. Consultants selected for a study or studies will be asked to sign a contractual agreement with the Division prior to providing services. The Agreement will list the consultant's responsibilities, contractual term, costs, and other legal and financial provisions and necessary requirements.
2. Subject to monies made available for such purpose, Consultants will be compensated at a rate not to exceed \$500 per each full day of work (minimum 8 hours) unless otherwise pre-approved in writing by the Division. An hourly rate of \$62.50 will be paid for work that does not involve a full day (e.g. phone conferences, statistical analysis and calculations). Consultants selected to conduct studies will be required to keep a detailed log of time spent on the study, including an accounting of the tasks that were completed during the timeframe for which they are requesting compensation, and furnish study results to the Office as directed.
3. The Division does not provide compensation for time spent in travel, although the Division may reimburse for reasonable travel, meal, and lodging expenses in accordance with the State travel rates allowed by the Office of the State Comptroller in its Travel Manual. Any such reimbursement must be pre-approved in writing by the Division.
4. An applicant must respond to any consultant inquiry from the Division to provide consultant services within ten (10) business days of said request. An applicant who responds and is not available to provide services when contacted by the Division will not be removed from the list of potential consultants. However, an applicant who fails to respond within the ten -day timeframe may be removed from future consideration.

ADMINISTRATIVE STUDIES CONSULTANT APPLICATION

(Please type or print legibly)

Name _____

Address _____

Phone Number () _____

E-mail address _____

Please summarize your employment history (attach additional sheets if necessary):

Dates	Employer & Address	Rank or Title & Duties

Please thoroughly document your relevant experience and attach additional sheets if necessary(See Section III).

Please indicate all college/university educational degrees obtained and specific fields.

Degree	Name of Institution	Field	Date Awarded

Please list three references from individuals familiar with the applicant's administrative experience and qualifications.

Name	Address	Phone Number

Attach a copy of your current, updated RESUME with this application.

I understand that a person is guilty of Offering a False Instrument for Filing in the First Degree (NYS Penal Law §175.35) when, knowing that a written instrument contains a false statement or false information, and with intent to defraud the state, he/she offers or presents it to a public office, public servant, public authority or public benefit corporation with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office, public servant, public authority or public benefit corporation.

Signature _____

Date _____

RFA ATTACHMENT A

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers. Bidders/proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this contract? ___Yes ___No

If yes, identify New York State businesses that will be used and attach identifying information.