

**REQUEST FOR PROPOSALS
(RFP No.: ODCA- RFP-2022-01)**

**Study of Police Staffing & Time Utilization in the Metropolitan Police
Department**

Date: May 12, 2022

Questions Due by: May 31, 2022

Proposal Due Date: June 17, 2022, 5 p.m. EST

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ALL NOTIFICATIONS, RELEASES AND AMENDMENTS WILL BE POSTED AT:
www.dcauditor.org

BACKGROUND

The mission of the Office of the D.C. Auditor is to support the Council of the District of Columbia by conducting performance audits that improve the economy, efficiency, and accountability of the D.C. Government. From time to time we contract with outside consulting firms for audits and evaluations. The agency has independent procurement authority and is not subject to the Procurement Practices Reform Act, with very limited exceptions.¹ As part of a commitment to transparency and competitive contracting, we often seek one or more proposals before entering into a contract for consulting services. The agency has broad authority including “access to all books, accounts, records, reports, findings, and all other papers, things, or property belonging to or in use by” all sectors of the District government.²

This study will evaluate the sworn officer staffing needs of the Metropolitan Police Department (MPD) based on benchmarking that compares MPD with other police departments on such metrics as officers per crime and officers per capita and a time utilization study that documents the proportion of patrol officer time spent on calls for services versus other uses of time. It will encompass what is unique to MPD in serving the nation’s capital, the status of civilianization and transfer of previous MPD functions to other agencies of government including traffic control and crime scene investigation, and any additional roles assigned to MPD. One goal is to better inform District policymakers on the ongoing public debate on the appropriate number of sworn officers in the Metropolitan Police Department. A second goal is to contribute to the overall improvement of public safety and effective policing in Washington, D.C.

This will be a time and materials contract with a Not-to-Exceed amount, commencing immediately following the contract execution date.

SCOPE OF WORK

The study will include but not be limited to the tasks outlined below.

1. Conduct a benchmarking analysis of MPD sworn staffing levels to include the current ratio of officers per crime and officers per capita in comparison with comparable departments nationally with the timeframe for the analysis to be determined (point in time, monthly average, etc.) jointly with ODCA. (A 2012 analysis found that comparison cities had an average of 18.1 Part I crimes per police officer in 2010 while the District had an average of 9.2 Part I crimes per police officer. A 2003 analysis by the Council Committee on the Judiciary found that MPD had 613 officers per 100,000 D.C. residents, and the next closest city was New York City with 513 officers per 100,000 residents.)
2. Review departmental staffing assignments overall on issues including but not limited to the proportion of sworn officers assigned to patrol in comparison with the proportion assigned to investigations, the number and staffing of specialized units, unique

¹ See D.C. Code § 2-351.05(c)(10). ODCA is not subject to the provisions of the Act, with the exception of the requirement to undergo Council review and approval of multiyear contracts or contracts in excess of \$1 million during a 12-month period. See D.C. Code § 2-352.02.

² See D.C. Code § 1-204.55.

responsibilities in the nation's capital, the supervisor-supervisee ratios, and similar workforce decisions compared with what are considered best practices in law enforcement personnel.

3. Review and document the District record over the last 10 years in civilianizing positions within the MPD, i.e. functions that had previously been undertaken by sworn officers but had been transitioned to civilian MPD employees.
4. Review and document the District record over the last 10 years in transitioning what had been functions undertaken by MPD civilian staff and sworn officers to other agencies outside the police agency, including but not necessarily limited to traffic control officers (function transitioned to the District Department of Transportation) and crime scene investigators (function transitioned to the Department of Forensic Sciences.)
5. Produce a comprehensive time study by analyzing the proportion of patrol officer time devoted to responding to calls for service working with data to be provided by the Office of Unified Communications. (In earlier publications the Police Executive Research Forum noted average allocations of time to calls for service ranging from 35% of officer time in Kansas City, Mo. to 67% in Tallahassee, Fla. A small sample analyzed by ODCA in 2016 found MPD patrol officers spent just 22 percent of time on calls for service.)³
6. Produce draft and final reports providing the results of the above analyses with a recommended range for police staffing levels based on the results of the study including factors such as response time.
7. Prepare and provide briefings for Councilmembers, other D.C. officials, and the press and community as needed and as directed by the D.C. Auditor.

All materials created in the performance of this project are the property of ODCA and are to be transferred to ODCA within 15 days of the issuance of the final report.⁴

³ <https://zd4l62ki6k620lqb52h9ldm1-wpengine.netdna-ssl.com/wp-content/uploads/2018/02/MPD.Correspondence.2.3.17.pdf>

⁴The successful Proposer, who ultimately completes the work successfully, will be permitted to use their research in subsequent projects, with appropriate attribution that the information was learned and/or developed as part of their contract with ODCA and only after ODCA has released its report.

PROPOSAL FORMAT

Proposers shall submit an electronic copy in .pdf format to eric.rogers@dc.gov, copying kathy.patterson@dc.gov. ODCA will not accept any proposals submitted via fax. Proposals shall be marked: "Proposal in Response to Solicitation No. **ODCA- RFP-2022-01.**"

Each Proposer must demonstrate in their proposal that they have the professional capabilities needed to complete this project. At a minimum, the proposal should contain the following:

Prior experience and qualifications. The Proposer should describe prior experience in performing similar research and subject matter knowledge. The Proposer should offer any additional, innovative ideas of research approaches. The Proposer is encouraged to provide examples of (or links to) reports based on similar work.

Proposed project team members. The Proposer must identify the person who will lead the work described and any additional team members and their qualifications, including a resume for each individual that describes the qualifications applicable to the performance of the tasks for which they would be responsible. Proposer must provide the billable hourly rate for each team member, which must comply with Wage Determination No. 2015-4281, Revision No. 7, dated July 25, 2017, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.).

The Contractor may only make personnel changes during the audit with ODCA approval. In its request for such approval, the Contractor shall provide a resume and the billable hourly rate for each individual to be added to the project. The resume shall describe the qualifications applicable to the performance of the tasks for which the individual would be responsible.

Project schedule. Proposer must provide a calendar to define the proposed project schedule.

Cost proposal. The cost proposal shall consist of the Proposer's best price for a time and materials contract with a Not-To-Exceed Amount. The cost proposal shall include the following categories:

- **Hourly rate.** A base hourly rate for each of the persons/positions named in the Proposed Project Team Members section above, along with an estimate of how many hours each will devote to the project, broken down by each item on the Scope of Work.
- **Expenses.** Reimbursable out-of-pocket travel expenses for travel to D.C. shall be allowed on a per diem basis for the Washington, D.C., metropolitan area according to the schedule established by the General Services Administration. Expenditures in excess of those amounts, or for other items, shall not be reimbursed without prior written approval.

The Proposer shall include both cost for services and reimbursement for out-of-pocket expenditures in the proposal's Not-To-Exceed Amount.

Forms and documents. Please submit electronic copies in .pdf format of the following documents:

- **Certificate of Clean Hands**, obtained from the Office of Tax and Revenue according to the instructions available at <https://otr.cfo.dc.gov/page/certificate-clean-hands>.
- **D.C. Basic Business License**, and any other required licenses, registrations, or certifications, or certification of intent to obtain them or exemption from such requirements (see “Legal Status of Proposer”, below). Instructions and link to application available at <https://business.dc.gov/quick/9750>
- **A Certificate of Good Standing**. Instructions to register and link to application available at <https://corponline.dcrd.dc.gov/Home.aspx/Landing>
- A signed electronic copy of the **Tax Certification Affidavit**. A link to the form can be found here https://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/tax_certification_affidavit.pdf

SIGNING OF PROPOSALS

The Contractor shall sign the proposal and print or type its name on the Solicitation, Offer, and Award form of this solicitation. Each proposal must show a full business address and telephone number of the Proposer and be signed by the person or persons legally authorized to sign contracts. Erasures or other changes must be initialed by the person signing the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

All correspondence concerning the proposal or resulting contract will be mailed or emailed to the address shown on the proposal in the absence of written instructions from the Proposer or Contractor to the contrary. Any proposal submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any proposal submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation. Proposers shall complete and sign all Representations, Certifications, and Acknowledgments as appropriate. Failure to do so may result in a proposal rejection.

LEGAL STATUS OF PROPOSER

Each proposal must provide the following information:

- Name, address, telephone number, D-U-N-S number and federal tax identification number of the Proposer.
- An electronic copy in .pdf format of the Proposer's D.C. Basic Business License. If the Proposer is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the Proposer

shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements.

- If the Proposer is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

SELECTION CRITERIA

Proposals will be evaluated, and selection will be made in consideration of the following criteria:

Proposal Evaluation

- Proposer's expertise, knowledge and experience in law enforcement analyses. (50 points)
- Proposer's past experience in evaluating and making recommendations to government entities for improving the operational effectiveness of police departments including time utilization studies (20 points)
- Proposer's experience and knowledge of the District of Columbia.⁵ (10 points).
- Cost of proposal (20 points)

Minimum Qualifications

The Proposer must meet all the following minimum qualifications:

- Prior experience conducting similar research of comparable size, scope, and complexity as that described in the Scope of Work.
- Ability to perform within strict timetables and deadlines.

GENERAL REQUIREMENTS

Single Point of Contact/Clarifying Information

To assure that no prospective Proposer may obtain a competitive advantage because of acquisition of information unknown to other prospective Proposer, answers to all written questions received will be posted on the Office of the District of Columbia Auditor's website under RFP No.: ODCA-RFP-2022-01.

⁵ GAGAS requires auditors to be independent in fact and appearance. The contractor's experience and familiarity with the District of Columbia should not present a threat to the contractor's ability to conduct an impartial review of the tasks as outlined in the scope of work.

RFP Availability

The request for proposals will be published on the Office of the District of Columbia Auditor’s website at <https://dcauditor.org/contact/contracting-opportunities/>.

APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The following document is hereby incorporated by reference and made a part of this solicitation and any resulting contract: Standard Contract Provisions for use with District of Columbia Government Supply and Services contracts (March 2007). These Provisions may be found here: http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%2020209%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf

INVOICE REQUIREMENTS

The Contractor shall register with OCP vendor system by submitting Pass Master Supplier Form (MSF) to DCVendorSupport@dc.gov in order to receive electronic Purchase Orders. In addition, the Contractor shall register and create an account with the D.C. Vendor Portal at vendorportal.dc.gov and submit all invoices through it. Cost for services and out-of-pocket reimbursable expenditures shall be combined into one invoice each month, submitted no later than 10 days after the end of the month, except for the September 2021 invoice which must be submitted no later than October 7, 2021. Invoices for reimbursable out-of-pocket expenditures shall include supporting documentation. Invoices for cost for services and reimbursable expenses will be paid by ODCA to Consultant within 30 days of receiving complete invoice and documentation.

DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each Proposer shall check one of the following:

_____ No person listed in Clause 13 of the SCP, “District Employees Not to Benefit” will benefit from this contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

WITHDRAWAL OR MODIFICATION OF PROPOSALS

A Proposer may modify or withdraw its proposal upon written or email notice if received at the location designated in the solicitation for submission of proposals, but not later than the exact time set for opening of proposals.

SPECIAL PROVISIONS

Preference for Certified Business Enterprises Operating in the District of Columbia

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” as amended, D.C. Code §§ 2-218.01 *et seq.*); 27 DCMR § 800 *et seq.*; preferences shall be given to Proposers that are certified by the Department of Small and Local Business Development (DSLBD) as being a Certified Business Enterprise. There are six categories of certification: Local Business Enterprise (LBE), a Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Resident Owned Business (ROB), Longtime Resident Business (LRB), and Local Business Enterprise with Principal Offices Located in an Enterprise Zone (DZE). (A copy of the certification acknowledgment letter must be submitted with the Proposer’s submission and, if applicable, the Technical Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating a Proposer’s proposal (Proposers may qualify for more than one of these categories, and no CBE is entitled to more than 12 points.):

CBE Category:	Points
Small Business Enterprise	3
Resident-Owned Business	5
Longtime Resident Business	5
Local Business Enterprise	2
Enterprise Zone	2
Disadvantaged Business Enterprise	2
Veteran-Owned Business Enterprise	2
Development Enterprise Zone	2
Local Manufacturing Business Enterprise	2

ATTACHMENTS TO INCLUDE IN PROPOSAL:

Attachment A:	Certificate of Clean Hands
Attachment B:	Basic Business License
Attachment C:	Certificate of Good Standing
Attachment D:	Tax Certification Affidavit