

Request for Proposals (RFP)

Police Reform and Reinvention Collaborative

Village of Ossining



ISSUE DATE:

Thursday, July 16th, 2020

SUBMISSION DATE:

Friday, July 31st, 2020 10AM

Email to BOT@villageofossining.org with subject line

“Police Reform and Reinvention Collaborative RFP”

Mayor Victoria Gearity

Deputy Mayor Rika Levin

Trustee Robert M. Fritsche

Trustee Omar Lopez

Trustee Manuel R. Quezada

www.villageofossining.org

INTRODUCTION

The Village of Ossining is a community of more than 25,000 residents in central Westchester County, roughly 30 miles north of New York City. Incorporated in 1813, the Village of Ossining has a rich and storied history—the world famous Sing Sing Prison is nestled along the banks of the Hudson River mere blocks from Ossining’s Main Street. Culturally and economically diverse, the Village of Ossining has a Median Household Income of \$67,841 (census.gov, n.d.). Major employers include the Ossining Union Free School District, Sing Sing Correctional Facility, and General Electric. Ossining is an express stop on the Metro North Hudson Line, 46 minutes from Grand Central Terminal.

Like many suburban villages in Westchester County, the Village of Ossining maintains its own police department. As per [NYS Executive Order 203](#) entitled “New York State Police Reform and Reinvention Collaborative”, each local government with a police agency must perform a comprehensive review of current practices and procedures, and work with the police department and community stakeholders to assemble a plan to improve on those practices and procedures, with the objective of promoting fair and transparent community-oriented policing strategies with a particular eye to eliminating racial disparity. The draft plan must be made available for review by the Board of Trustees before the end of 2020, and must be formally adopted by the Board of Trustees no later than April 1, 2021.

The Village of Ossining is seeking an experienced and objective facilitator to assist in developing this plan in concert with the Village Board of Trustees and the Ossining Police Department, which will require reviewing police policy, convening dialogue with various stakeholders, managing community engagement around the topic and helping the Board of Trustees and the Police Chief to meaningfully incorporate public feedback into the policies that guide Ossining Police operations.

GOALS AND OBJECTIVES

The Village of Ossining is looking for a facilitator who can work with the Village Board of Trustees and the Ossining Police Department to objectively guide this process, using data gleaned during engagement to assist in developing a plan, which as per Executive Order 203 shall consider community feedback pertaining to evidence-based policing strategies, including but not limited to:

- Use of force policies
- Procedural justice
- Any studies addressing systemic racial bias or racial justice in policing;
- Implicit bias awareness training;
- De-escalation training and practices;
- Law enforcement assisted diversion programs;
- Restorative justice practices;

- Community-based outreach and conflict resolution;
- Problem-oriented policing;
- Hot spots policing;
- Focused deterrence;
- Crime prevention through environmental design;
- Violence prevention and reduction interventions;
- Model policies and guidelines promulgated by the New York State Municipal Police Training Council; and
- Standards promulgated by the New York State law Enforcement Accreditation program.

This will require:

1. Documenting current policies, practices and procedures in the above categories as listed above, as are currently described within the Ossining Police Department General Orders.
2. Speaking with stakeholders and the Civilian Police Complaint Review Board to ascertain community sense about Ossining's relationship with their police department and if any particular policies, practices or procedures are seen as problematic or unjust, particularly through the lens of racial disparity.
3. Work with the Board of Trustees and the Ossining Police Chief to develop a plan to adopt and implement the recommendations resulting from the materials review and stakeholder conversations.

In order to meet the deadline mandated by the Executive Order, the Board of Trustees must be in possession of the draft plan no later than Friday, December 18th, 2020. Facilitator shall be available to formally present the plan to the community during the month of January 2021.

PROJECT SCOPE

1. **Police Department Interviews & Material Review**
 - a. Conduct interviews with the Ossining Police Chief and Captain to understand current policies, practices and procedures of the Department specific to the evidence-based policing strategies detailed in the Executive Order.
 - b. Conduct random sampling of officers within the Department (Lieutenants, Sergeants, Detectives, Officers) and interview them about their experiences working within the Ossining community and how current policies, practices and procedures may improve, or inhibit, the ability to build a relationship of trust and accountability with the public.
 - c. A detailed report of findings from Ossining Police interviews and review of the General orders shall be appended to the final plan and must be considered in making recommendations.

2. Community Engagement

- a. Facilitator will hold no fewer than three (3) public forums at varied times of day/ locations to encourage input from residents throughout the community, at least one (1) of which must be conducted in Spanish. Organizing and advertising these forums will be the responsibility of the facilitator.
- b. Facilitator will meet with stakeholder groups as directed by the Village Board of Trustees, including but not limited to local faith-based organizations, social service non-profit organizations, the Westchester County District Attorney, and local elected officials. Organizing these meetings will be the responsibility of the facilitator.
- c. At least one interview must be scheduled with the entire Civilian Police Complaints Review Board (CPCRB) as currently composed, and additional interviews shall be scheduled with members on a one-on-one basis.
- d. A detailed report of findings from forums, stakeholder group meetings, the CPCRB, and individual interviews with CPCRB members shall be appended to the final plan and must be considered in making recommendations.

3. Plan Development

Using the data collected from interviews of the Ossining Police Chief, his officers, community groups and other identified stakeholders, the facilitator will work with the Board of Trustees and the Police Chief in a collaborative process to draft a plan that addresses the potential concerns raised and specifically incorporates that feedback into any recommended strategies. The draft plan shall be submitted in its entirety to the Board of Trustees no later than December 18th, 2020.

RFP PROCESS

Proposals, inclusive of all the below, must be received no later than July 31st, 2020 at 10AM, by email (BOT@villageofossining.org with subject line "Police Reform and Reinvention Collaborative RFP"). The Village of Ossining reserves the right to accept or reject any and all submissions, or any part of a submission, as may be in the public interest.

Candidates shall thoroughly respond to all listed items set forth below. Proposals must be organized in the format and order listed; failure to do so may cause the proposal to be eliminated from consideration.

Facilitator/ Facilitation Team Qualifications:

- Provide a brief history of the facilitator or team submitting the proposal response.

- Provide description of comparable work performed by the facilitator or team within the past five (5) years, along with a list of clients for whom work was performed and contact information for references. A minimum of three (3) professional references with contact information is required.
- Identify the proposed team. Submit qualifications and pertinent work experience for each team member, as well as their proposed project role. An organizational chart may be used to supplement the above, but may not be used in place of the detail requested.

Project Details:

- Demonstrate an understanding of the Purpose and Goals for the project, and submit a proposal describing the facilitator/ facilitation team's proposed approach to the work. For each delineated task, describe team members assigned, and allocate percentage of time/ funding expected to complete.
- Demonstrate the ability to complete the project and submit all deliverables no later than December 18th, 2020.
- Describe cost to provide the aforementioned services to the Village of Ossining.

Submissions will be evaluated based on the following:

- Facilitator/ facilitation team's background and prior applicable work
- Demonstrated understanding of project scope and deliverables
- Proposed timeframe to completion
- Cost to provide service

The Village Board of Trustees, along with Chief of Police, will conduct preliminary evaluations of all submissions for compliance. Any submissions that do not comply with the requirements of the RFP may be disqualified.

The reviewing team may wish to conduct interviews with candidates following RFP submission. These interviews may be for clarification of details within the submission, to learn more about the proposed approach, or cost allocation. The Village also reserves the right to share RFP results with other members of Village of Ossining staff, Village of Ossining boards and committees, and community partners as part of the deliberation process.

Once consensus is reached, contract negotiations may begin. Prior to contract execution, the Village of Ossining reserves the right to halt or terminate negotiations at any time.

REQUEST FOR PROPOSALS TIMETABLE

The following schedule has been established for this Request for Proposal:

- RFP Release Date: Thursday, July 16th, 2020
- Proposals Due: Friday, July 31st, 2020 at 10AM, emailed to BOT@villageofossining.org with subject line "Police Reform and Reinvention Collaborative RFP".

The contract is anticipated to take commence in August 2020.