



**CITY OF DULUTH
REQUEST FOR PROPOSALS FOR**

[NAME OF PROJECT]

RFP NUMBER 20-XXXX

ISSUED [DATE]

PROPOSALS DUE [DAY, DATE]

SUBMIT TO

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 120
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Project Overview. Duluth Police Department Racial Bias Audit. Additional detail is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Pre-proposal Conference	
Deadline to submit Questions via email to purchasing@duluthmn.gov	
Answers to questions will be posted to the City website no later than this date.	
Proposals must be received in the Purchasing Office by 4:30 PM on this date.	

I-3. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Pre-proposal Conference. The City will hold a **[MANDATORY]** pre-proposal conference as specified in the Calendar of Events. Interested Bidders can attend via conference call. A site visit will follow the conference, attendance at the site visit is not mandatory.

I-5. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-6. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

I-7. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. The Cost Submittal should be in a separate sealed envelope. In addition, Bidders shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on flash drive in Microsoft Office-compatible or pdf format.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

I-8.Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/>.

I-9. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by [DATE]. The selected Bidder shall not start the performance of any work nor shall the City be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

I-10. Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-11. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

[For example, a cover letter, background of the company, resumes, references, tow plan, page limit (if we want), etc.)

Each Proposer shall provide a Statement of Qualifications which shall not exceed ten (10) pages (including resumes). This page limit applies only to the Statement of Qualifications, and does not apply to the proposal. The Statement of Qualifications shall include the following:

- A. A brief history and description of the entity/firm submitting the Proposal.
- B. Identification of the entity/firm's professional staff members who will be assigned to this engagement if the entity/firm's proposal is selected. Include summarized information regarding the professional staff members detailing qualifications, years and types of experience, education, licensure, certifications, accomplishments, etc. Specify the extent of the availability and commitment of each such professional staff member who will be assigned to this engagement if the firm's proposal is selected. Specify a project manager and contact person to coordinate the services for the City.
- C. Proof that Proposer at all times obtains and maintains all licenses required by Federal, State, and Local Laws to perform the services contemplated by this RFP.
- D. At least three (3) references, including addresses and telephone numbers.
- E. A signed cover letter from a person within the entity/firm who is authorized to make representations on behalf of the firm and to bind the entity/firm.
- F. A summary of the entity/firm's general experience in engaging, surveying, and partnering with BIPOC communities, and community organizations in municipalities of the same or similar size as the City of Duluth.

- G. Any additional information which would serve to distinguish the entity/firm from other entities/firms submitting proposals.
- H. The Selected Proposer shall employ a multi-disciplinary approach to balance (i) its experience in law enforcement and the training of law enforcement personnel; and (ii) its knowledge of how racial bias, both explicit and implicit, has historically shaped law enforcement's policies, procedures, and practices.
- I. The Selected Proposer shall have the capability to conduct interviews remotely, if necessary, by secure audio-visual technology. Each Proposer shall indicate within its Proposal which audio-visual technology platform(s) it intends to use.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff and members of the Racial Bias Audit Team. The intent of the selection process is to review proposals and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Qualifications of the Bidder and Personnel	40%
Prior experience with similar work	30%
Work Plan	10%
Cost	20%

PART IV – PROJECT DETAIL

Goals:

- Assess, monitor, and assist the Duluth Police Department (DPD) in concert with the community to uncover and aspects of implicit bias, as well as systemic and individual racial bias.
- Assess the impact of enforcement operations on historically marginalized and discriminated against populations.
- Provider recommendations for reforms and best practices, trainings that improve: community-oriented policing practices, transparency, professionalism, accountability, community inclusion, effectiveness,

fairness and public trust, considering statutory requirements, national best practices and current scientifically valid methodology, and community expectations.

- Engage the community and employees of DPD to understand both experiences and expectations of interactions with DPD and interactions with the community.

Parameters:

- Access, consistent with State and Federal laws and City of Duluth and Duluth Police Department policies, to all police department personnel at all levels.
- Access to all data, incidents, complaints, discipline files, policies and practices over a five-year period, consistent with State and Federal laws and City of Duluth and Duluth Police Department policy.
- Inclusion engagement, and participatory decision-making with the public including statistically valid surveys, interviews and focus groups.

Scope of Service:

1. Assess recruitment, hiring, and personnel practices including:
 - a. Policies, procedures and training regarding hiring standards, practices and protocols to include a reviewing of interview questions and practices for racial or cultural bias, and for racial and cultural inclusivity.
 - b. Does the Duluth Police Department have strategies that will recruit and hire a diverse work force specifically those with multi-racial or non-dominant racial and cultural backgrounds or experience?
 - c. Assess training for applicants, do they receive best practices training in:
 - i. Understanding the concept of racial bias

- ii. Understanding their individual racial biases
 - iii. Working in multi-racial environments
 - d. Assess the usage of Personality evaluations during the hiring process. Is the Duluth Police Department using best practices or assessing racial bias?
 - e. Assess the DPD's ability to diversify their workforce. Are there best practices and what are barriers for the DPD in diversifying their workforce?
 - f. Recommendations on best practices for hiring and retention of a diverse work force.
2. Assess the types of bias and interracial relations trainings DPD staff has received and their effectiveness for DPD staff.
- a. How have trainings been received by DPD staff what are the positives and negatives with these trainings.
 - b. How does this type of training get applied to day-to-day work?
 - c. Recommendations of future trainings for DPD officers and DPD staff.
 - d. How is the Racial Bias Audit perceived by DPD?
3. Assess the DPD's response to calls from the BIPOC community and the response from the BIPOC's interactions with DPD on those calls as well as perceptions of these two groups towards each other.
- a. Does the DPD follow best practices for interactions with the BIPOC community. How can the DPD improve individual and community relationships with BIPOC community.
 - b. DPD's perception of interactions with BIPOC individuals and families.
 - c. BIPOIC individual and family's perception of DPD's interactions with them as well as how they perceive the DPD overall.
 - d. Assess DPD's engagement with the BIPOC community organizations.
 - e. Assess DPD's programming for engagement with BIPOC communities.
 - f. Hiring BIPOC individuals to engage with BIPOC communities.
 - g. What are the racial tensions affecting officers daily work. Are there identifiable escalators when dealing with the public that make performing the job of a police officer more difficult?

4. Assess how DPD gathers and interprets data.
 - a. How does the DPD currently gather and interpret data on race. Does the DPD use current scientifically sound methodology and benchmarks for data analysis.
 - b. How does the DPD currently develop policy and strategies based on interpretation of that data.
 - c. Recommendations on how DPD can improve data collection, interpretation and utilization.
5. Assess the impact of enforcement actions on our BIPOC community using scientifically valid methodology and benchmarks.
 - a. What are the DPD's total vehicle stops, break down the data by:
 - i. Location
 - ii. Stops by race
 - iii. Reason for stop: Investigative (reasonable suspicion, probable cause, pretextual stop), Statutory Offense
 - iv. Result of stop by race, (arrest, citation, warning, no action)
 - v. Stops resulting in arrest but not convictions
 - vi. Duration of detentions from v.
 - vii. Search conducted
 - viii. Contraband found
 - ix. Existence of warrants
 - x. Use of force
 - xi. Reason for use of force
 - b. What are the DPD's total pedestrian stops, break down the data by:
 - i. Location
 - ii. Reason for stop: Investigative (reasonable suspicion, probable cause, pretextual stop), Statutory Offense
 - iii. Result of stop by race, (arrest, citation, warning, no action)
 - iv. Result of stop by race, (arrest, citation, warning, no action)

- v. Stops resulting in arrest but not convictions
 - vi. Duration of detentions from v.
 - vii. Search conducted
 - viii. Contraband found
 - ix. Existence of Warrants
 - x. Use of force
 - xi. Reason for use of force
6. Assess the DPD's protocol and practices towards their response to civil unrest.
 - a. How does the DPD assess their response and do they use best practices and policy in response to civil unrest.
 7. Assess DPD's protocol and practices in interactions with immigrant and refugee populations.
 - a. Evaluate current policy governing people who do not speak english.
 - b. Evaluate current policy governing people who do not have an acceptable form of identification.
 - c. Evaluate instances where a stop by DPD personnel has resulted in notification/referral to immigration enforcement agencies.
 8. Assess the role of the Duluth Civilian Review Board (DCRB) and make recommendations on what can be done to improve the DCRB's effectiveness.
 - a. How is the DRCB perceived by the Duluth Community and the DPD staff?
 - b. What improvements can be made to the DCRB charter with the goal of improving the DCRB's ability to engage with the community and the DPD as well as improve its ability to assess and impact DPD policies and practices?
 - c. How can the information that the DPD shares with the DCRB be expanded and improved?
 - d. What are national best practices for CRB's?

- e. If members of the community had complaints for the DPD but did not bring them to the DCRB or the DPD, why not?
- f. Assess the level of satisfaction with those who have filed complaints with the DPD.
- g. What has the DCRB accomplished in the last five years?

Deliverables

- Provide scheduled updates to the Duluth Police Department and the Racial Bias Audit Team as this project moves along.
- Provide a draft report of findings prior to finalizing the report to the DPD and the Racial Bias Audit Team.
- Provide a DPD staff presentation of findings to the DPD and the Racial Bias Audit team prior to a community stakeholder presentation.
- Provide a presentation to a joint meeting of DPD staff and the Racial Bias Audit Team of findings after the release of a final report.
- A detailed final report on the status of the areas detailed in the scope of work to include recommendations on improvements, best practices, resource modification and strategies for innovation and program refinement.
- Provide at least three community stakeholder presentations of findings after the release of the final report.
- Provide assistance to the DPD in making updates and reforms to policies, procedures and training based on final report recommendations.

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 20-XXXX

Bidder Information:	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	