



**Division of Criminal  
Justice Services**

**KATHY HOCHUL**  
Governor  
**ROSSANA ROSADO**  
Commissioner

**Competitive Procurement for:**

**Basic Course for Police Officers Job Task Analysis  
NYS DCJS RFP# DCJS 2025-04**

<b>CONTRACTING ENTITY</b>	<b>DCJS SOLE DESIGNATED CONTACT FOR INQUIRIES AND SUBMISSIONS</b>
<b>State of New York acting by and through the Division of Criminal Justice Services (DCJS) Rossana Rosado, Commissioner On behalf of the State of New York, Division of Criminal Justice Services</b>	<b>Procurement Office, Office of Budget and Finance New York State Division of Criminal Justice Services Alfred E. Smith State Office Building 80 South Swan Street, Albany, NY 12210</b> All questions regarding this RFP must be submitted via electronic mail to the designated contact, Brian Hackett for this RFP at: <a href="mailto:DCJSprocurement@DCJS.ny.gov">DCJSprocurement@DCJS.ny.gov</a>  <b>Responses to questions will be posted on the DCJS website.</b>

<b>PROCUREMENT TIMELINE</b>	
<b>Event</b>	<b>Date (Time)</b>
1. RFP Release Date	10/1/2025
2. Deadline for Submission of Bidder's Questions	10/15/2025 (4:00 P.M. EST)
3. DCJS Issuance of Response to Submitted Questions	10/29/2025
4. Bid Proposal Due Date	11/12/2025 (4:00 P.M. EST)
5. Anticipated Notification of Award/Non-Award	12/3/2025
6. Anticipated Contract Start Date	3/30/2026

NOTE: The above dates are tentative and subject to change at DCJS's sole discretion.

NYS reserves the right, in its sole discretion, to alter the information and schedule shown above. In such an event, NYS will e-mail notice to vendors who have submitted a Bid and publish the notification on its website at: <http://www.criminaljustice.ny.gov/pio/vendor/business.html>

**PROPOSALS SUBMITTED IN RESPONSE TO THIS RFP AND ALL QUESTIONS, COMMUNICATIONS AND SUBMISSIONS TO DCJS MUST BE WRITTEN IN THE ENGLISH LANGUAGE WITH QUANTITIES EXPRESSED USING ARABIC NUMERALS. ALL PRICES SHALL BE EXPRESSED, AND ALL PAYMENTS SHALL BE MADE, IN UNITED STATES**

**DOLLARS (\$ USD). ANY PROPOSAL RECEIVED THAT DOES NOT MEET THE ABOVE CRITERIA MAY BE REJECTED AT THE SOLE OPTION OF DCJS.**

**PLEASE NOTE: As used in this Request for Proposals (RFP), the terms “Bidder” and, “Offerer” means any entity submitting applications in connection with this RFP and the terms “Contractor” and “Vendor” means those who have been awarded services under this RFP.**

**BCPO Job Task Analysis**  
**Request for Proposals**

**PREAMBLE**

**NOTICE OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING AND CONTACTS**

State Finance Law §139-j(6) requires that a governmental entity incorporate a summary of its policy and prohibitions regarding permissible contacts during a covered procurement. Pursuant to State Finance Law §§139-j and 139-k, this Request for Proposal (RFP) includes and imposes certain restrictions on communications between the Division of Criminal Justice Services (DCJS), a governmental entity, and a vendor<sup>1</sup> during the procurement process.

A vendor is restricted from making contacts from the earliest notice of intent to solicit offers including this Request for Proposal through final award and approval of the procurement contract by DCJS and the Office of the State Comptroller (“Restricted Period”) to other than the DCJS staff member who has been designated by DCJS as the sole procurement contact and who has been identified on the cover page of this RFP. There are certain statutory exceptions set forth in State Finance Law §139-j(3)(a).

State Finance Law §139-k(4) obligates every governmental entity during the Restricted Period of a procurement contract to make a written record of any contacts made. The term “contact” is defined in State Finance Law §139-k(1)(c) and refers to those oral, written, or electronic communications that a reasonable person would infer are attempts to influence the governmental procurement. DCJS is required to make a determination of the responsibility of the vendor pursuant to State Finance Law §§139-j and 139-k. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four (4) year period; the vendor is debarred from obtaining governmental procurement contracts.

Additional information and guidance on the “Restricted Period” and permissible contacts can be found in the guidelines issued by the New York State Advisory Council on Procurement Lobbying, which can be found on the OGS website at:

<http://www.ogs.ny.gov/ACPL/>

Vendors must provide DCJS with a required affirmation of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding contacts in the restricted period for a procurement contract in accordance with State Finance Law §§139-j and 139-k. The vendor must agree to the certification and complete the affirmation of such agreement via the included **Appendix F Attachment 1 - Affirmation of Understanding of an Agreement pursuant to State Finance Law §139-j(3) and §139-j(6)(b) and Form 4: Offerer’s Certification of Compliance with State Finance Law §139-k(5)**, which are mandatory submissions.

<sup>1</sup> Please note that in this RFP, the terms “vendor”, “Offerer”, “Offerer/Bidder”, or “Bidder” or similar wording are used interchangeably.

## **BCPO Job Task Analysis**

### **Request for Proposals**

#### **Sole Designated Procurement and Solicitation Contact**

All Vendors are required to comply with Chapter 1 of the Laws of 2005, the Procurement Lobbying Act and subsequent amendments made pursuant to Chapter 4 of the Laws of 2010. All questions regarding this RFP must be submitted via electronic mail to the DCJS Sole Designated Contact for this procurement specified on the cover page of this RFP. Pursuant to the Procurement Lobbying Law, the DCJS Sole Designated Contact for this procurement specified on the cover page of this RFP is designated as the DCJS Solicitation Contact for this procurement. All inquiries, questions, filings, and submission of proposals that are submitted to any other individual or physical address shall not be considered as official, binding, or as having been received by the State.

DCJS may, at its sole option, change the sole Designated Contact and will make notification of such a change by electronic mail to Offerer's who have filed a Bid through its website. The webpage Uniform Resource Locator (URL) is provided on the cover pages of this RFP.

#### **Prior Non-Responsibility Determination Affirmation**

New York State Finance Law §139-k(2) obligates a governmental entity to obtain specific information regarding all prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law §139-k, an Offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any governmental entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a governmental entity. The terms "Offerer" and "Governmental Entity" are defined in State Finance Law § 139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible contact during the Restricted Period (for example, contacting a person or entity other than the Designated Contact person, when such Contact does not fall within one of the exemptions). The Offerer must agree to the certification and complete the affirmation of such agreement, included at **Appendix F Form 2: Offerer's Disclosure of Prior Non-Responsibility**.

#### **Offerer Certification of Compliance with State Finance Law §139-k(5)**

In addition to any other remedy at law or equity, the DCJS reserves the right to terminate any contract in the event it is found that the certification filed by Offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Governmental Entity may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of any contract.

#### **Public Officers Law Sections 73 and 74**

The New York State Joint Commission on Public Ethics is charged with administering and enforcing the State's ethics and lobbying laws as well as the State's anti-nepotism law and laws pertaining to certain political activities and improper influence. Its mission is to ensure compliance with the ethical standards that public officials and lobbyists must observe in order to ensure public trust and confidence in government. More information is available at the Commission's website at <https://ethics.ny.gov/>.

The Offerer will ensure that all of its personnel involved in the preparation and submission of the Offerer's proposal(s) have read the Public Officers Code of Ethics, Sections 73 and 74 of the Public Officers Law, and that the Offerer has advised its personnel of their obligation not to importune any violations of those sections. For the convenience of the reader, certain sections in effect as of the date of release of this RFP are reproduced below. Readers are advised to check official sources.

**BCPO Job Task Analysis**  
Request for Proposals

**Public Officers Law § 73(5)**

1. No statewide elected official, state officer or employee, individual whose name has been submitted by the governor to the senate for confirmation to become a state officer or employee, member of the legislature or legislative employee shall, directly or indirectly:

- a. solicit, accept or receive any gift having more than a nominal value, whether in the form of money, service, loan, travel, lodging, meals, refreshments, entertainment, discount, forbearance or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part. No person shall, directly or indirectly, offer or make any such gift to a statewide elected official, or any state officer or employee, member of the legislature or legislative employee under such circumstances.
- b. solicit, accept or receive any gift, as defined in section one-c of the legislative law, from any person who is prohibited from delivering such gift pursuant to section one-m of the legislative law unless under the circumstances it is not reasonable to infer that the gift was intended to influence him; or
- c. permit the solicitation, acceptance, or receipt of any gift, as defined in section one-c of the legislative law, from any person who is prohibited from delivering such gift pursuant to section one-m of the legislative law to a third party including a charitable organization, on such official's designation or recommendation or on his or her behalf, under circumstances where it is reasonable to infer that the gift was intended to influence him.

**Public Officers Law §74:**

**Section 74. Code of ethics.** 1. Definition. As used in this section: The term "state agency" shall mean any state department, or division, board, commission, or bureau of any state department or any public benefit corporation or public authority at least one of whose members is appointed by the governor or corporations closely affiliated with specific state agencies as defined by paragraph (d) of subdivision five of section fifty-three-a of the state finance law or their successors.

The term "legislative employee" shall mean any officer or employee of the legislature, but it shall not include members of the legislature.

2. Rule with respect to conflicts of interest. No officer or employee of a state agency, member of the legislature or legislative employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his duties in the public interest.

3. Standards.

- a. No officer or employee of a state agency, member of the legislature or legislative employee should accept other employment which will impair his independence of judgment in the exercise of his official duties.
- b. No officer or employee of a state agency, member of the legislature or legislative employee should accept employment or engage in any business or professional activity which will require him to disclose confidential information which he has gained by reason of his official position or authority.
- c. No officer or employee of a state agency, member of the legislature or legislative employee should disclose confidential information acquired by him in the course of his official duties nor use such information to further his personal interests.

**BCPO Job Task Analysis**  
Request for Proposals

- d. No officer or employee of a state agency, member of the legislature or legislative employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources of the state for private business or other compensated non-governmental purposes.
  - e. No officer or employee of a state agency, member of the legislature or legislative employee should engage in any transaction as representative or agent of the state with any business entity in which he has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his official duties.
  - f. An officer or employee of a state agency, member of the legislature or legislative employee should not by his conduct give reasonable basis for the impression that any person can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is affected by the kinship, rank, position or influence of any party or person.
  - g. An officer or employee of a state agency should abstain from making personal investments in enterprises which he has reason to believe may be directly involved in decisions to be made by him or which will otherwise create substantial conflict between his duty in the public interest and his private interest.
  - h. An officer or employee of a state agency, member of the legislature or legislative employee should endeavor to pursue a course of conduct which will not raise suspicion among the public that he is likely to be engaged in acts that are in violation of his trust.
  - i. No officer or employee of a state agency employed on a full-time basis nor any firm or association of which such an officer or employee is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee, should sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the state agency in which such officer or employee serves or is employed.
4. Violations. In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law. Any such individual who knowingly and intentionally violates the provisions of paragraph b, c, d or i of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed ten thousand dollars and the value of any gift, compensation or benefit received as a result of such violation. Any such individual who knowingly and intentionally violates the provisions of paragraph a, e or g of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed the value of any gift, compensation or benefit received as a result of such violation.

**Notification of Award and Opportunity for Debriefing**

The successful Offerer will be advised of selection by DCJS through the issuance of a formal written correspondence indicating a proposed award. All Bidders will be notified of the selection or rejection of their proposals. Once an award has been made, Bidders may submit a written request for a debriefing as to why their proposal did not result in an award. The written request must be received by the DCJS Sole Designated Contact identified on the cover page of this RFP no later than ten (10) business days from the date of the award announcement.

**BCPO Job Task Analysis**  
Request for Proposals

**DCJS Contract Award Protest Procedure**

The State of New York strives to assure a fair, open and competitive process to all vendors qualified to respond to this procurement. In the event that any vendor has a complaint or objection to the RFP requirements, the procurement process or any matter affecting the submission of a vendor's Bid Proposal, the vendor is encouraged to informally contact the DCJS Sole Designated Contact for this procurement, listed on the cover page of this RFP, immediately to resolve the matter.

If the Vendor believes that the objection affects the outcome or nature of the proposed award for this Procurement, the vendor must follow the procedures for timely filing a formal protest set forth in the DCJS Contract Award Protest Procedures at **Exhibit A DCJS Contract Award Protest Procedure** of this RFP by the deadline set forth in the procedure. Prior to Contract award, protests which may affect the outcome or nature of the award may only be considered by the State in the context of a formal written protest filed in accordance with the procedure within this document.

**Freedom of Information Law (FOIL) Requests**

To request access to a record maintained by the Division of Criminal Justice Services, pursuant to the FOIL, you must make your request in writing. Please be as specific as possible in describing the record(s) in which you are interested. Within five (5) business days of the receipt of a written request, we will send a written acknowledgement that we have received the request. Please send your inquiry via mailing provider or e-mail to:

Records Access Office  
NYS Division of Criminal Justice Services  
Alfred E. Smith State Office Building  
80 South Swan Street  
Albany, NY 12210  
E-mail: [foil@dcjs.ny.gov](mailto:foil@dcjs.ny.gov)  
Questions or comments: [foil@dcjs.ny.gov](mailto:foil@dcjs.ny.gov)

**Procurement Record**

DCJS shall maintain a Procurement Record which documents all decisions regarding the procurement process, particularly the quantification of criteria used to determine an award based on best value; or where not quantifiable, the justification which demonstrates that best value will be achieved pursuant to State Finance Law §163(9)(g). The Procurement Record will be forwarded to the Office of the State Comptroller and as applicable to the Office of the Attorney General (Department of Law) in support of their respective evaluation activity.

**BCPO Job Task Analysis**  
Request for Proposals

**Table of Contents**

<b>1.0</b>	<b>PROPOSAL BACKGROUND.....</b>	<b>1</b>
1.1	Purpose of this Request for Proposal (RFP) .....	1
1.2	Goals of the Division of Criminal Justice Services.....	1
<b>2.0</b>	<b>DEADLINE FOR SUBMISSION OF INITIAL AND SUBSEQUENT QUESTIONS.....</b>	<b>2</b>
2.1	DCJS Official Responses to Questions .....	2
<b>3.0</b>	<b>SCOPE OF SERVICES.....</b>	<b>2</b>
3.1	BCPO Job Task Analysis.....	2
3.2	Deliverables .....	3
<b>4.0</b>	<b>BIDDER ELIGIBILITY .....</b>	<b>5</b>
4.1	Bidder Attestation - (Attachment A): (Firm Information and Attestation Form).....	5
4.2	Mandatory Requirements Bidder Experience - (Attachment B) (Pass/Fail) .....	5
<b>5.0</b>	<b>TECHNICAL PROPOSAL .....</b>	<b>6</b>
5.1	Technical Proposal Questions (Attachment C).....	6
5.2	Client References (Attachment B).....	8
<b>6.0</b>	<b>FINANCIAL PROPOSAL.....</b>	<b>8</b>
<b>7.0</b>	<b>ADMINISTRATIVE REQUIREMENTS .....</b>	<b>9</b>
7.1	Formal Offer Letter.....	9
7.2	Non-Collusive Bidding Practices Certification - Appendix D.....	10
7.3	Procurement Lobbying Laws .....	10
7.4	Encouraging Use of New York State Businesses in Contract Performance .....	11
7.5	New York State Worker's Compensation Law.....	12
7.6	Offerer Proposed Extraneous Terms .....	13
7.7	Request for Exemption from Disclosure .....	14
7.8	EO 177 Certification – Appendix M .....	144
7.9	Sexual Harassment Prevention Certification - Appendix P .....	15
7.10	EO No. 16 Certification - Appendix Q.....	15
7.11	Workplace and Gender Based Violence Prevention Certification.....	155
<b>8.0</b>	<b>OTHER TERMS AND CONDITIONS .....</b>	<b>16</b>
8.1	Administrative Proposal Conditions.....	16
8.2	Termination of the Agreement.....	16
8.2.1	For Convenience or Lack of Funding.....	16
8.2.2	For Cause.....	166
8.2.3	Termination or Default Notices.....	17
8.2.4	Termination Date .....	18
<b>9.0</b>	<b>STANDARD LEGAL LANGUAGE.....</b>	<b>18</b>
9.1	Issuing Agency.....	18
9.2	Solicitation.....	18
9.3	Liability .....	18
9.4	Proposal Ownership .....	18
9.5	Proposal Security.....	18
9.6	Ethics Compliance .....	19
9.7	Timely Submission.....	19
9.8	Proposal Effective Period .....	19
9.9	Bidder Proposal Clarification .....	199
9.10	Award Notification.....	20
9.11	Proposal Review and Contract Approval .....	20



**BCPO Job Task Analysis**  
Request for Proposals

9.12	Disclosure of Contract Awards .....	20
9.13	Debriefing Sessions.....	20
9.14	Bid Protest Policy .....	200
9.15	Reserved Rights.....	21
9.16	Administrative Contract Conditions .....	222
9.16.1	Payments.....	222
9.16.2	Taxes.....	23
9.16.3	Mandatory Requirement – Price Protection .....	23
9.16.4	Procurement Record.....	23
9.16.5	Mandatory Requirement – Appendix A (Standard Clauses for New York State Contracts). .....	233
9.16.6	Mandatory Requirement – Discriminatory Jurisdictions.....	233
9.16.7	Public Announcements .....	24
9.16.8	Contract Term .....	24
9.16.9	Time is of the Essence .....	24
9.16.10	Contract Formation.....	24
9.16.11	Negotiations with the Next Highest Offerer.....	244
9.16.12	Cancellation Clause .....	244
9.16.13	Contractor.....	25
9.17	Qualified to Work in the United States.....	25
9.18	Indemnification & Limitation of Liability.....	25
9.19	Compliance with Laws.....	27
9.20	Security, Information Security, Breach and Notification Act .....	288
9.20.1	Security Procedures & Employee Dishonesty .....	288
9.20.2	Information Security Breach and Notification Act, Indemnification of DCJS and Authorized Users for Breach of Security .....	288
9.21	User Data is the Property of State of New York .....	30
10.0	BIDDERS PROPOSAL SUBMISSION .....	30
10.1	Organization of Proposal.....	30
10.2	Submission of Proposals .....	31
11.0	EVALUATION AND SCORING METHOD .....	32
11.1	Proposal Clarification .....	322
11.2	References.....	322
11.3	Evaluation Process .....	33

**BCPO Job Task Analysis**  
Request for Proposals

## **1.0 PROPOSAL BACKGROUND**

### **1.1 Purpose of this Request for Proposal (RFP)**

The New York State Division of Criminal Justice Services' (DCJS or Division) Office of Public Safety (OPS) is seeking to establish an agreement with a single vendor to conduct a job task analysis (JTA) and subsequently identify content valid learning objectives which will inform Basic Course for Police Officers (BCPO) curriculum development for OPS staff.

Across the country, law enforcement training is governed by individual state entities which establishes training standards and guidelines. The Municipal Police Training Council (MPTC) – established in Executive Law §839 – is New York's governing body for this purpose. Membership is comprised of law enforcement practitioners, academics in the field of criminal justice, victim advocates and community representatives. OPS serves as the staff arm to the MPTC.

The MPTC's primary role is to establish minimum training standards for statutorily required training in New York State, one of which is the BCPO. All police officers hired by a county, city, town, village, or police district are statutorily required to successfully complete a BCPO course pursuant to General Municipal Law §209-q. Approximately 3,000 police recruits complete this program annually. Approximately 63,000 currently serving police officers are subject to this training requirement.

As the staff arm to the MPTC, OPS reviews and evaluates MPTC training courses for necessary updates relevant to law enforcement policing in the 21st century. OPS staff has identified a need to conduct a comprehensive review of the course's content to ensure police officers are receiving the training necessary to perform job-related tasks of an entry-level police officer.

A single contract will result from this procurement. DCJS reserves the right to award none, all, or part of this bid. There is no implied guarantee of a minimum number of services to be utilized under a contractual agreement.

This agreement will cover a three (3) year period commencing upon approval from the Office of the State Comptroller (OSC).

Any contract resulting from this Request for Proposal (RFP) must be approved by the Office of the Attorney General (AG) and OSC.

It should be noted that NYS and DCJS may have other contracts for similar services. DCJS reserves the right to use whichever contract best serves the purposes for any given situation without notification to any of the vendors. Vendors who have been awarded other contracts with State Agencies may also bid on this RFP.

### **1.2 Goals of the Division of Criminal Justice Services**

Policing is ever changing, and significant societal changes and challenges require that police training evolves to meet the needs of communities. Additional resources have recently been allocated to improving and maintaining the content and materials of the BCPO with the goal of increased standardization across academies and to better support academies in the delivery

## BCPO Job Task Analysis Request for Proposals

of the BCPO. OPS seeks to best utilize the resources dedicated to this project and to ensure the best use of valuable training time for police academies and agencies.

### 2.0 DEADLINE FOR SUBMISSION OF INITIAL AND SUBSEQUENT QUESTIONS

There will be no pre-bid conference held for this procurement. All questions relating to the content of this RFP shall be directed, by email utilizing **Attachment G** (Questions Template) to the **DCJS Sole Designated Contact for Inquiries and Submissions** at the email address identified on the cover page of this RFP. Only those questions received prior to the deadline date found in the timeline shown above will be accepted. Each question shall cite the RFP section and paragraph number to which it refers. Bidders are advised that submissions to DCJS including, but not limited to, written questions become part of the procurement record.

*In the event Bidders experience any technical issues, such as email submission communication issues, including any questions submitted before the deadline that were not addressed in DCJS' Official Response to Questions, please contact the Office of Budget and Finance at [DCJSProcurement@dcjs.ny.gov](mailto:DCJSProcurement@dcjs.ny.gov) and indicate that the question is regarding RFP 2025-04. Please be aware that the staff who respond may answer not have any knowledge about the content of this RFP, and any assistance they can provide will be limited to resolving any reported technical issues.* Please note that DCJS cannot answer substantive questions concerning this RFP in any manner other than the email method.

#### 2.1 DCJS Official Responses to Questions

Bidders' questions and DCJS' responses, as well as updates and/or modifications, will be posted to the DCJS website at:

<https://www.criminaljustice.ny.gov/pio/vendor/business.html>

Responses to all submitted questions will be posted on this website. Vendors are responsible for checking the website on a regular basis for the responses and to ascertain whether any new information or notices have been posted. Vendors should contact the DCJS Sole Designated Contact if they experience problems accessing the website.

### 3.0 SCOPE OF SERVICES

OPS is tasked with providing direct and indirect training to sworn law enforcement officers; developing new training courses and maintaining existing courses; and developing nontraditional methods of instruction and delivery of training courses. OPS is responsible for the maintenance and dissemination of the curriculum for the BCPO that is statutorily required by General Municipal Law §209-q to be completed by all municipal police officer employees in New York State.

#### 3.1 BCPO Job Task Analysis

The BCPO is delivered in a decentralized manner across more than 30 police academies in New York. The current minimum number of hours for BCPO delivery is just over 700 hours; however, many agencies far exceed this minimum standard. An on-the-job field training program is also required with a minimum of 160 hours although many agencies also far

## **BCPO Job Task Analysis**

### **Request for Proposals**

exceed this minimum standard. This field training portion of the training program is based on the learning objectives of the BCPO as well as agency specific training on policy or local practice that may not be suitable for inclusion in the BCPO.

OPS seeks to further standardize the delivery of the BCPO across academies and to more fully support this delivery with enhanced lesson plans and instructional materials. OPS has determined that in order to move forward with the process of improving the BCPO and enhancing the materials provided to academies, a job task analysis is necessary. Conducting a comprehensive JTA will ensure that the BCPO curriculum prepares officers with the knowledge and skills to perform the essential functions of the job. OPS seeks a contractor to conduct this analysis and identify existing learning objectives within the BCPO not supported by the JTA results as well as develop new learning objectives based on the results of the JTA. OPS curriculum development staff will then use the newly established set of learning objectives to create curricula.

### **3.2 Deliverables**

#### **Phase 1: Task Inventory and Survey Instrument**

Deliverable #1 – Develop a list of tasks a police officer in New York State who serves in a basic law enforcement, non-specialized role within their agency may be called upon to perform.

Deliverable #2 – Develop a list of core competencies that a police officer may be required to possess or exercise during the course of their duties.

Deliverable #3 – Coordinate with OPS staff and OPS selected New York incumbent police officer subject-matter experts to schedule necessary meetings to refine the tasks and competencies to ensure consistency with of New York State law enforcement vernacular.

Deliverable #4 – Prepare an electronic survey instrument to be completed by survey respondents using a response scale. The response scale to be proposed by the vendor will be used to measure and identify essential job-tasks and the important core competencies for the creation of a content-valid framework that will support the review of current instructional objectives and the development of new learning objectives. The scale utilized shall allow for respondents to rate whether the tasks should be learned either during basic training, on the job, or in advanced training beyond entry-level.

The vendor shall not be able to invoice for payment on Phase 1 until all Deliverables for Phase 1 have been completed and accepted by DCJS.

#### **Phase 2: Representative Sampling and Data Collection**

Deliverable #5 - Determine a representative sampling process including for municipal police officers addressing the stratification of the New York City Police Department as part of this sample.

## **BCPO Job Task Analysis**

### **Request for Proposals**

Deliverable #6 – Disseminate the electronic survey electronically via a secure website under control of the vendor. Survey participants will be invited to sign on and complete the survey during a designated period of time.

Deliverable #7 – Collect data from different police departments using a stratified sample to include but not be limited to officers across agencies of different size and location. OPS will provide the vendor with available agency and officer data to develop the stratified sample.

Deliverable #8 – Provide technical support – during the designated time that the survey will be available for completion by the representative sample of police officers – to address any technical challenges associated with survey completion, submission, data collection, or challenges related to the electronic administration of the survey instrument.

Deliverable #9 – Communicate with OPS about the status of agencies' survey completion and response rates during the process so that OPS can engage in outreach with agencies tasked with completion to ensure an appropriate sample size is obtained from the survey.

The vendor shall not be able to invoice for payment on Phase 2 until all Deliverables for Phase 2 have been completed and accepted by DCJS.

### **Phase 3: Analysis and Report**

Deliverable #10 – Utilize the data collected to develop a list of core tasks that should be addressed in basic training, on the job, or in advanced training beyond entry-level and include in final report.

Deliverable #11 – Utilize the survey results to review the current learning objectives of the BCPO not supported by the JTA results and for the purpose of establish new learning objectives supported by the JTA results. The relevant learning objectives of the current BCPO curriculum and proposed new learning objectives will be organized into a subject matter area in the final report. The current full BCPO curriculum will be provided to the vendor for this deliverable.

Deliverable #12 – Provide OPS with a detailed analysis and report of the survey data collected, to include a summary of the core tasks that should be addressed in basic training, on the job, or in advanced training beyond entry-level and a summary of the analysis of learning objectives organized into subject matter area. Any requested revisions and amendments by OPS to the final report will be made in collaboration with the vendor and OPS.

The vendor shall not invoice for payment on Phase 3 until all Deliverables for Phase 3 have been completed and accepted by DCJS.

## BCPO Job Task Analysis

### Request for Proposals

#### Phase 4: Post Analysis Technical Assistance

Deliverable #13 – Provide OPS with up to 12 months of technical assistance once Phase 3 is completed, answer any clarifying questions OPS staff may encounter while revising the BCPO with the vendor proposed updated learning objectives.

Deliverable 4 shall not be invoiced by the Contractor until the 12 months of technical assistance has been provided and completed after the Division's acceptance of the completion Phase 3.

#### 4.0 BIDDER ELIGIBILITY

##### 4.1 Bidder Attestation - (Attachment A): (Firm Information and Attestation Form)

- a) The Bidder can respond rapidly and effectively to the requests by DCJS for the purposes of clarification of information.
- b) The Bidder shall represent and warrant that it is authorized to do business in the State of New York.
- c) The Bidder shall represent and warrant that, as of the date of submission of its Proposal, the Bidder has completed, obtained, or performed all registrations, filings, approvals, authorizations, consents, and examinations required by any governmental authority for the provision of the Services and that Bidder will, in order to perform said Services during the term of the Contract, if any, comply with any requirements imposed upon it by law during said Contract term. For details concerning this requirement, refer to: <https://dos.ny.gov/existing-corporations-and-businesses> [Procurement Resources | Office of General Services \(ny.gov\)](#). To register with the Secretary of State, contact: [State Register | Department of State \(ny.gov\)](#).
- d) If applicable, Bidder/Contractor shall notify DCJS in advance in the event that there is any proposed future change in the above corporate status.
- e) The Bidder shall represent and warrant that it will complete Deliverables #1 - #13 outlined in RFP Section 3.2.

##### 4.1.1 Response Requirement

Bidder must complete **Attachment A (Firm Information Form and Attestation)**

##### 4.2 Mandatory Requirements Bidder Experience - (Attachment B) (Pass/Fail)

**Experience – Clients:** The Bidder must attest that it is in the business of providing services including the development and administration of an electronic police officer job task analysis, to a minimum of two (2) government clients (e.g., state standards and training bureaus (POSTs), or large municipal agencies that employed 1,000 or more sworn Police Officers at the time the services were provided) within the last five (5) years from the date of issuance of the RFP. Vendors not meeting the experience requirements in providing job task analysis services will not be considered for award and will immediately be removed from further consideration.

##### 4.2.1 Response Requirement

**BCPO Job Task Analysis**  
Request for Proposals

Bidder must complete **Attachment B (Mandatory Requirements: Bidder Experience and Client Reference Form)**.

## **5.0 TECHNICAL PROPOSAL**

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the Bidder to perform the services contained in this RFP. The Bidder should provide all information requested and must be as specific as possible to ensure DCJS can score the Bidder's response appropriately.

The Technical Proposal will consist of two parts: (1) Technical Proposal Questions (Attachment C) and (2) Client References (Attachment B).

### **5.1 Technical Proposal Questions (Attachment C)**

The Bidder shall answer the following questions on the Technical Proposal Response Form (Attachment C). Incomplete or vague responses will negatively impact the technical score.

- A. Vendor will utilize Attachment C to provide a detailed description of each of the items listed below to provide all Deliverables as shown in Section 3.2.:
1. The vendor will detail any experience in developing a list of job tasks and core competencies that a police officer may be required to possess or perform during the course of their duties for Phase 1: Task Inventory and Survey Instrument – Deliverables 1, 2, and 3.
  2. The vendor will provide a detailed plan to develop a list of tasks and core competencies of a police officer in New York State who serves in a basic law enforcement, non-specialized role within their agency may be called upon to perform for Phase 1: Task Inventory and Survey Instrument – Deliverables 1, 2, and 3.
  3. The vendor will provide a summary of their experience in preparing an electronic survey instrument, provide an example – or portion thereof (if a portion is provided, such portion should be sufficient to conduct an evaluation of the instrument's measure of the depth and breadth of the job duties of a police officer)-- of a previously developed instrument, and will summarize the proposed response scale to be utilized to measure and identify essential job-tasks and the important core competencies for Phase 1: Task Inventory and Survey Instrument – Deliverable 4.
  4. Phase 1 - The proposal for this phase shall include a description of the process the vendor will employ to develop a job task analysis survey instrument for the purpose of identifying the essential job tasks and core competencies of police officers in New York State. A proposed timeline for Phase 1 work deliverables shall also be included. See requirement 5.1 A.3 for more information.

## BCPO Job Task Analysis

### Request for Proposals

5. The vendor will provide a summary of any experience in developing a stratified sample of survey participants for dissemination of the JTA survey instrument. The vendor will also describe the methodology that will be used to develop a stratified sample of law enforcement agencies across New York State and how the vendor will account for the New York City Police Department agency data and its effects on the sampling process for Phase 2: Representative Sampling and Data Collection – Deliverable 5.
6. The vendor will describe the method to be employed to administer the survey instrument, collect survey data from the sample, and associated technical support necessary to successfully implement the collection of survey responses for Phase 2: Representative Sampling and Data Collection – Deliverables 6,7,8 and 9.
7. Phase 2 - The proposal for this phase shall include a description of the process the vendor will utilize to develop a representative sample of police officers in New York State – accounting for the New York City Police Department in the sample -- and the method to be employed to administer the survey instrument and monitor the collection of data. Included in the description will be any vendor responsibilities including technical support and expected OPS responsibilities associated with stratifying a sample size and administering the survey. A proposed timeline for Phase 2 work deliverables shall also be included. See **Attachment H - Police Officers by Agency and Training Zone**. Included in the document is the number of officers per agency and corresponding Training Zone the agency operates within and a map of the breakdown of training zones across New York State.
8. The vendor will detail any experience in creating a content-valid framework of instructional objectives based on results of the JTA and will detail the process to be employed by which these learning objectives are identified as required for Phase 3: Analysis and Report – Deliverable 11.
9. The vendor will summarize any experience in developing a detailed report that summarizes the core task and competency findings of the survey results of a similar job task analysis project and detail the types of information that will be included in the report to be prepared for Phase 3: Analysis and Report – Deliverable 12. An example report should be provided.
10. Phase 3 - The proposal for this phase shall include a description of the format and content that the vendor will include in the final report, including a proposed timeline for Phase 3 work deliverables.
11. The vendor will provide a description of technical assistance that will ensure the successful implementation and organization of the identified learning objectives into the Basic Course for Police Officers for Phase 4: Post Analysis Technical Assistance – Deliverable 13.
12. The vendor will provide a detailed timeline for each of the phases and related tasks for each deliverable.



## BCPO Job Task Analysis

### Request for Proposals

13. Phase 4 - The proposal for this phase will include a description of the level of technical assistance to be provided that will ensure the successful transfer of the analysis of the JTA results to the BCPO curriculum learning objectives.

#### 5.1.1 Response Requirement

The Bidder must complete **Attachment C (Technical Response Form)** for all questions outlined above in Section 5.1.

#### 5.2 Client References (Attachment B)

Bidders must provide references for two (2) primary clients, and may include one (1) alternate client, who have obtained similar services from the Bidder for the same and/or similar services listed in section 3.2 of this RFP.

The Bidder is solely responsible for providing references that are readily available to be contacted by DCJS and will respond to reference questions. If DCJS is unable to contact any reference, the Bidder will be provided one opportunity, with a deadline, to assist in obtaining cooperation from those clients who have not responded. The Bidder may receive a reduced Technical Score if DCJS is unable to verify required references.

DCJS will contact the clients provided via email and ask them to complete a questionnaire. The references will be contacted from the [dcjsprocurement@dcjs.ny.gov](mailto:dcjsprocurement@dcjs.ny.gov) email address. The questions on the questionnaire cover a range of vendor performance measures. DCJS will evaluate and award points based the responses of the clients.

##### 5.2.1 Response Requirement

Complete **Attachment B (Client Reference Response Form)**.

### 6.0 FINANCIAL PROPOSAL

Bidders must submit a completed **Attachment E (Financial Response Form)**. Attachment E should include expenses to provide proposed deliverables inclusive of all bidder costs to complete each task. Expenses related to deliverables including administrative costs, travel, etc., must be included in the overall costs listed. The vendor shall not be able to invoice for payment on Phases 1-3 until the respective phase has been completed and accepted by DCJS. Deliverable 4 shall not be invoiced by the Contractor until the 12 months of support have been provided and completed after acceptance of Phase 3.

A Bidder's failure to provide a complete pricing response will result in the Bidder's proposal being deemed non-responsive. The Bidder must provide all pricing information requested on the **Attachment E (Financial Response Form)** and must not modify or change the Attachment. Any pricing information or add-on costs that do not conform to the presentation allowed on the **Attachment E (Financial Response Form)** cannot be evaluated, will be disregarded as extraneous, and cannot be charged to the Department after award of a Contract.

#### 6.0.1 Response Requirement

## BCPO Job Task Analysis

### Request for Proposals

Complete **Attachment E - Financial Response Form**. The Bidder must provide all pricing information requested on the **Attachment E** and must not modify or change the Attachment. Any pricing information or add-on costs that do not conform to the presentation allowed on the **Attachment E** cannot be evaluated, will be disregarded as extraneous, and cannot be charged to the Department after award of a Contract. The proposed cost must be inclusive of labor costs, overhead, materials, profit, travel, and all other expenses related to the Agreement.

## 7.0 ADMINISTRATIVE REQUIREMENTS

Bidders must provide the following administrative information in response to this RFP. Please note, appendices not required for submission by this RFP are intentionally not included.

### 7.1 Formal Offer Letter

Each Bidder must submit a formal offer in the form of a Formal Offer Letter as set forth in **Attachment F (Formal Offer Letter)**. The Formal Offer Letter must be signed and executed by an individual with the capacity and legal authority to bind the Bidder in its offer to the State. The Bidder must accept all the terms and conditions set forth in this RFP, including all amendments, appendices, and attachments, and must agree to enter a contractual agreement established by DCJS.

The Formal Offer Letter must include a statement affirming that the Bid Proposal is firm and binding for a period of at least one (1) year from the Bid Proposal due date, or until such time as a contract resulting from this RFP is approved by the NYS Comptroller. A Bidder's Proposal may be withdrawn from consideration by the Bidder on written notice to DCJS if a contract has not been approved by the NYS Comptroller after one (1) year following the submission of the Bid Proposal to DCJS.

Each Bidder's Formal Offer Letter must include a Conflict-of-Interest Disclosure, in the form set forth in **Attachment F**, stating that the Bidder knows of no factors existing at time of bid submission or which are anticipated to arise thereafter, which would constitute a potential conflict of interest in successfully meeting the contractual obligations set forth herein, including but not limited to:

- a. No potential for conflict of interest on the part of the Bidder or any Subcontractor due to prior, current, or proposed contracts, engagements, or affiliations; and
- b. No potential conflicts in the sequence or timing of the proposed award under this RFP relative to the timeframe for service delivery, or personnel or financial resource commitments of Bidder or proposed Subcontractors to other projects.

The **Attachment F (Formal Offer Letter)** submitted must also include:

- the complete name and address of the Bidder;
- the name, address, phone number and e-mail address of the Bidder's Contract Administrator; and
- any restrictions under which the Bidder's primary negotiators will operate during contract negotiations.

**7.1.1 Response Requirement:** Complete **Attachment F (Formal Offer Letter)**.

**BCPO Job Task Analysis**  
Request for Proposals

## **7.2 Non-Collusive Bidding Practices Certification - Appendix D**

A bid shall not be considered for award, nor shall any award be made where the conditions of the Non-Collusive Bidding Certification have not been complied with; provided, however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons, therefore. Where the above conditions have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the State, public department or agency to which the bid is made, or his designee, determine that such disclosure was not made for the purpose of restricting competition (Section 139-d of the State Finance Law).

### **7.2.1 Response Requirement**

The Bidder is responsible for reading, signing, and submitting **Appendix D (Non-Collusive Bidding Certification)**.

## **7.3 Procurement Lobbying Laws**

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between DCJS and an Offerer/Bidder during the procurement process. An Offerer/Bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by DCJS and, if applicable, the Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3)(a). Designated staff, as of the date hereof, is identified on the first page of this solicitation. DCJS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the Offerer/Bidder may be debarred from obtaining New York State Procurement Contracts.

### **Offerer Disclosure of Prior Non-Responsibility Determinations**

New York State Finance Law §139-k(2) obligates a Governmental Entity to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law §139-k, an Offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. The terms "Offerer" and "Governmental Entity" are defined in State Finance Law §139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

## **BCPO Job Task Analysis**

### **Request for Proposals**

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offerer that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offerer is necessary to protect public property or public health safety, and that the Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe. See State Finance Law §§139-j(10)(b) and 139-k(3).

A Governmental Entity must include a disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract. It shall be submitted to the Governmental Entity conducting the Governmental Procurement.

#### **Offerer's Certification of Compliance with State Finance Law §139-k(5)**

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the Offerer that all information provided to the procuring Government Entity with respect to State Finance Law §139-k is complete, true, and accurate.

In addition to any other remedy at law or equity, the Division reserves the right to terminate a contract in the event it is found that the certification filed by the Offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Governmental Entity may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of the contract.

#### **7.3.1 Response Requirement**

The Bidder is responsible for the review of **Appendix E - Procurement Lobbying Guidelines and the completion of Appendix F - Attachment 1, 2 and Form 4.**

#### **7.4 Encouraging Use of New York State Businesses in Contract Performance**

New York State businesses have 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, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract resulting from this RFP. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles.

To assist in demonstrating commitment to the use of New York State businesses in the performance of the Contract, all applicants must complete the form provided in RFP identified as Appendix C (Encouraging Use of New York State Businesses in Contract performance) and submit the completed form as an attachment to their proposal. There are no points attributable to this component of the application.

**BCPO Job Task Analysis**  
Request for Proposals

**7.4.1 Response Requirement**

The Bidder is responsible for the completion and submission of **Appendix C (Encouraging Use Of New York State Businesses in Contract Performance)**.

**7.5 New York State Worker's Compensation Law**

**Workers' Compensation Requirements:**

Sections 57 and 220(8) of the Workers' Compensation Law require the heads of all municipal and State entities to ensure that businesses applying for permits, licenses or contracts have appropriate workers' compensation and disability benefits insurance coverage. Contractor hereby acknowledges and agrees to be bound by the terms of the New York Workers' Compensation Law.

To comply with the coverage provisions of the Workers' Compensation Law, businesses must either:

- A) be legally exempt from obtaining workers' compensation insurance coverage; **OR**
- B) obtain such coverage from insurance carriers; **OR**
- C) be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

**CONTRACTOR MUST PROVIDE ONE** of the following forms to the DCJS prior to execution of the Contract. DCJS cannot submit the Contract to the Office of the State Comptroller for review and approval without one of the following, **EITHER**

- A) Form CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage;

*Note: Form CE-200 can be filled out electronically on the Workers' Compensation Board's website under the heading "Forms." Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board.* **OR**

- B) Form C-105.2 – Certificate of Workers' Compensation Insurance (the business's insurance carrier will send this form to the government entity upon request) **PLEASE NOTE:** The State Insurance Fund provides its own version of this form, the U-26.3; **OR**

- C) Form SI-12 – Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247), **OR** GSI-105.2 – Certificate of Participation in Worker's Compensation Group Self-Insurance (the business's Group Self-Insurance Administrator will send this form to the government entity upon request).

For more information, please see <http://www.wcb.ny.gov>

**Disability Benefits Requirements:** To comply with the coverage provisions of the Disability Benefits Law, businesses must:

- A) be legally exempt from obtaining disability benefits insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be self-insured.

**BCPO Job Task Analysis**  
Request for Proposals

**CONTRACTOR MUST PROVIDE ONE** of the following forms to the DCJS prior to execution of the Contract. DCJS cannot submit the Contract to the Office of the State Comptroller for review and approval without one of the following, **EITHER**

To verify your compliance with the above, the State must receive one of the following properly executed Workers' Compensation Board forms from the Contractor, the Contractor's insurance carrier or the Workers' Compensation Board, depending on which form is appropriate:

- a. CE-200 Business Does Not Require Workers' Compensation and/or Disability Benefits Coverage, or
- b. DB-120.1 Certificate of Disability Benefits Insurance Coverage or the DB-820/829 Certificate/Cancellation of Insurance, or
- c. DB-155 Certificate of Disability Benefits Self-Insurance.

DCJS will coordinate with the winning Offerer(s) to obtain the above-mentioned documentation.

**7.5.1 Response Requirement**

Selected bidder will have to submit the appropriate Workers Compensation and Disability Insurance forms as proof of compliance during contract development.

**7.6 Offerer Proposed Extraneous Terms**

New York State Law prohibits the State from awarding a contract based upon material deviations from the specifications, terms, and conditions set forth in this RFP. Therefore, extraneous terms and conditions are proposed solely at the Bidder's risk as they may be deemed material deviations by the State and may render the Proposal non-responsive, resulting in its rejection.

**7.6.1 Response Requirement**

Proposed additional, supplemental, "or equal," or alternative terms (Extraneous Term(s)) shall be included in Volume 2 of Bidder's proposal and may only be considered by the State to the extent that such Extraneous Term(s) constitute non-material deviations from the requirements set forth in the RFP. If the Bidder proposes to include Extraneous Terms in its official Proposal, the Bidder shall meet all of the following requirements:

- a) Each proposed Extraneous Term shall be specifically enumerated in a separate section of the applicable submission (Administrative, Financial, or Technical) labeled "Additional/Extraneous Terms".
- b) The "Extraneous Terms" section shall be prepared by the Bidder and may not include any pre-printed literature or vendor forms;
- c) The writing shall identify by part, section, and title the particular RFP requirement (if any) affected by the Extraneous Term; and
- d) The Bidder shall specify the proposed Extraneous Term and the reasons therefore.
- e) Only those terms meeting the above requirements (1) through (5) shall be considered as having been submitted as part of the formal offer.

## **BCPO Job Task Analysis**

### **Request for Proposals**

Extraneous Term(s) submitted on standard, pre-printed forms (including, but not limited to: product literature, order forms, manufacturer's license agreements, standard contracts, or other preprinted documents) that are physically attached or summarily referenced in the Proposal, or that, in the State's sole judgment, have not been submitted in compliance with the above requirements (1) through (5), will not be considered as having been submitted with or intended to be incorporated as part of the official offer contained in the Proposal, but rather will be deemed by the State to have been included by Bidder for informational or promotional purposes only.

Absent the State's express written acceptance and incorporation of an Extraneous Term, Acceptance and/or processing of the Proposal shall not constitute the State's acceptance of Extraneous Term(s) or be deemed a waiver of the State's rights set forth in this section.

#### **7.7 Request for Exemption from Disclosure**

##### **NOTICE TO BIDDER'S LEGAL COUNSEL:**

Proposals submitted to DCJS in response to this RFP are subject to the Freedom of Information Law (Public Officers Law, Article 6; hereinafter FOIL). Pursuant to §87(2)(d) of FOIL, records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise" may be exempt from disclosure.

##### **7.7.1 Response Requirement**

A Bidder shall notify DCJS upon submission of its Proposal if it intends to seek an exemption from disclosure under FOIL of either or both types of material. Where such claimed material is embedded in the Proposal, the Bidder is required to submit two (2) additional copies of their proposal with claimed material clearly labeled and a footnote on every page indicating "REDACTED VERSION." Claimed material must not be indicated on any other copies of the Bidder's proposal.

#### **7.8 EO 177 Certification – Appendix M**

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

In accordance with Executive Order No. 177, the Bidder must certify that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

**BCPO Job Task Analysis**  
Request for Proposals

**7.8.1 Response Requirement**

The Bidder is responsible for the completion and submission of **Appendix M (EO 177 Certification, NYS Human Rights Law, Article 15 of Executive Law)**.

**7.9 Sexual Harassment Prevention Certification - Appendix P**

Pursuant to State Finance Law §139-l Bidder must certify that by submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the Bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of §201--g of the Labor Law.

Bidders that do not certify will not be considered for award; provided however, that if the Bidder cannot make the certification, the Bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

**7.9.1 Response Requirement**

The Bidder is responsible for the completion and submission of **Appendix P (Sexual Harassment Prevention Certification)**.

**7.10 EO No. 16 Certification - Appendix Q**

In accordance with Executive Order No. 16, "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia."

**7.10.1 Response Requirement**

The Bidder is responsible for completion and submission of **Appendix Q Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia**.

**7.11 Workplace and Gender Based Violence Prevention Certification**

Pursuant to State Finance Law §139-m, by submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies, and in the case of a joint bid each party thereto certifies as its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender based violence and the workplace and has provided such policy to all of its employees, directors and board member. Such policy shall, at a minimum, meet the requirements of Executive Law §575(11).

Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.



**BCPO Job Task Analysis**  
Request for Proposals

**7.11.1 Response Requirement**

The Bidder is responsible for the completion and submission of **Appendix R (Workplace and Gender Based Violence Prevention Certification)**

**8.0 OTHER TERMS AND CONDITIONS**

This section outlines the administrative conditions concerning the Request for Proposal, the Bidder's response and conditions related to any awarded contract.

**8.1 Administrative Proposal Conditions**

With the submission of a response to this Request for Proposal, the Bidder agrees to the proposal conditions outlined in this section.

**8.2 Termination of the Agreement**

The following highlights certain grounds for termination of any contract resulting from this RFP.

**8.2.1 For Convenience or Lack of Funding**

The State hereby reserves the right to terminate any Contract resulting from this RFP for convenience, or in the event that necessary and lawful appropriations are not provided or continued for the funding of any Contract resulting from this RFP by the Legislature subject to and in accordance with the following provisions:

- a) The State shall have the right to unilaterally terminate any Contract resulting from this RFP, in whole or in part, for convenience provided that prior notice of such termination is given. Such option may be exercised upon thirty (30) calendar days advance written notice to the vendor as indicated in this RFP.
- b) In the event the State determines that necessary and lawful appropriations are not provided or continued for the funding of any Contract resulting from this RFP, the State shall deem the Contract terminated upon thirty (30) calendar days advance written notice.

**8.2.2 For Cause**

- a) Notice

DCJS reserves the right to cancel any contract resulting from this RFP within 30 days. If either Party fails to comply with any provision of the Contract the other Party shall so notify the Party in default as provided below. The notification shall specify in reasonable detail the nature of the default.

- b) Additional State Rights & Remedies

In the event of Vendor's default, in addition to pursuing any other legal or equitable remedies, the State shall have the right to take one or more of the following actions:

- 1. terminate the Contract in whole or in part;

## **BCPO Job Task Analysis**

### **Request for Proposals**

2. suspend, in whole or in part, payments due Vendor under any New York State Contract;
3. pursue equitable remedies to compel Vendor to perform.

The Vendor shall be liable for any and all excess costs for remedies pursued by the State, and for administrative costs incurred by the State in procuring alternate services.

#### **c) Non-Responsibility**

The Vendor shall at all times during the contractual term remain responsible. The Vendor agrees, if requested by the Executive Deputy Commissioner or Commissioner of the New York State Division of Criminal Justice Services or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

### **8.2.3 Termination or Default Notices**

Written Notices required herein by either Party shall be delivered to the other Party in writing, by certified mail, return receipt requested. The date of notice shall be deemed the date of delivery set forth on the return receipt. ("date of return receipt notice") Such notice shall be addressed as follows:

#### ***State of New York:***

Executive Deputy Commissioner  
NYS Division of Criminal Justice Services  
Alfred E. Smith Office Building, 8<sup>th</sup> Floor  
80 South Swan Street  
Albany, NY 12210-8001

#### **With a copy to:**

Deputy Commissioner/Director, Office of Public Safety  
NYS Division of Criminal Justice Services  
Alfred E. Smith Office Building, 3rd Floor  
80 South Swan Street  
Albany, NY 12210-8001

AND

Deputy Commissioner and Counsel  
NYS Division of Criminal Justice Services  
Alfred E. Smith Office Building, 8<sup>th</sup> Floor  
80 South Swan Street  
Albany, NY 12210-8001

**BCPO Job Task Analysis**  
Request for Proposals

**8.2.4 Termination Date**

Contract termination dates shall be determined as follows:

In the event a notice of termination is issued for convenience or in the event that necessary and lawful appropriations are not provided or continued for the funding of any Contract resulting from this RFP, or for cause, the Contract termination date shall be deemed thirty (30) calendar days from the date of delivery set forth on the return receipt notice.

**9.0 STANDARD LEGAL LANGUAGE**

**9.1 Issuing Agency**

This RFP is issued by the New York State Division of Criminal Justice Services.

**9.2 Solicitation**

This RFP is a solicitation to bid, not an offer of a contract.

**9.3 Liability**

The State of New York and DCJS are not liable for any cost incurred by an Offerer in preparation for, or prior to, the approval of an executed contract by the Attorney General and the Office of the State Comptroller. No cost will be incurred by DCJS for the Offerer's or prospective Offerer's participation in any pre-contract award activity. Submission of response to this RFP shall not be construed as a commitment by the State to proceed with this project.

**9.4 Proposal Ownership**

All proposals and accompanying documentation become the property of the State of New York and will not be returned. DCJS reserves the right to use any portions of the Bidder's proposal not specifically noted as proprietary.

**9.5 Proposal Security**

Each Bidder's proposal will be held in strict confidence by DCJS staff and will not be disclosed except to the Office of the Attorney General and the Office of the State Comptroller as may be necessary to obtain the approvals of those agencies for the final contract and except as otherwise required by law.

Public inspection of the bids is regulated by the Freedom of Information Law. Following the final approval of a contract by the Comptroller, bids are presumptively available for public inspection. Bidders who have included sensitive material within their proposals should note the provisions of Section 7.7 herein above – Request for Exemption from Disclosure. Note that requests for exemption of the entire contents of a bid/proposal from disclosure have generally not been found to be meritorious and are discouraged. Requests should be limited to exemption from disclosure of bona fide trade secrets or specific information, the disclosure of which would cause a substantial injury to the competitive position of your firm. The Bidder

## **BCPO Job Task Analysis**

### **Request for Proposals**

should point out those sections of the proposal that are trade secrets and explain the reasons therefore.

The public officers' Code of Ethics (Public Officers Law §74) sets the standard that no officer or employee of a State agency shall disclose confidential information that he or she acquires during the course of his or her official duties. These standards control the confidentiality of a Bidder's proposal unless DCJS grants records access in accordance with FOIL. Bidders are advised that determinations of DCJS or of the Office of the Attorney General or of the Office of the State Comptroller including agreements to shield or redact information are subject to review by Courts of Competent Jurisdiction.

Bidders should be advised that the confidentiality of their proposals is founded upon statute, as described above. A nondisclosure agreement, whether prescribed by DCJS or the Bidder, would not alter the rights and responsibilities of either party under the Freedom of Information Law. Bidders should not propose a nondisclosure agreement for Division employees, for that would be legally ineffective to alter any legal responsibility under the Freedom of Information Law or the code of ethics.

The provisions of FOIL will also govern the confidentiality of any and all products or services supplied by the successful Bidder.

#### **9.6 Ethics Compliance**

All Bidders/Contractors and their employees must comply with the requirements of §73 and §74 of the Public Officers Law, and other State codes, rules and regulations establishing ethical standards for the conduct of business with New York State. In signing the bid, Bidder certifies full compliance with those provisions for any present or future dealings, transactions, sales, contracts, services, offers, relationships, etc., involving New York State and/or its employees. Failure to comply with those provisions may result in disqualification from the bidding process, termination of contract, and/or other civil or criminal proceedings as required by law.

#### **9.7 Timely Submission**

The Bidders are solely responsible for timely delivery and submission of their proposal to the location set forth herein. DCJS is not responsible for delays in receipt, including but not limited to those due to third-party carriers.

#### **9.8 Proposal Effective Period**

The Bidder's proposal must be firm and binding for a period of at least one (1) year following the bid proposal due date.

#### **9.9 Bidder Proposal Clarification**

DCJS reserves the right to require a Bidder to provide clarification and validation of its proposal, to the satisfaction of DCJS, through any means DCJS deems necessary. Failure of a Bidder to cooperate with DCJS's request to clarify a proposal within the time indicated by DCJS may result in the proposal being deemed non-responsive and given no further consideration.

## **BCPO Job Task Analysis**

### **Request for Proposals**

DCJS reserves the right to use information submitted by the Bidder in response to DCJS's request for clarifying information in the course of evaluation and selection under this RFP.

DCJS may from time to time and in its sole discretion communicate clarifications and subsequent information whether such clarifications and information result from Bidder inquiry or is released by DCJS. In such event DCJS will disseminate such information by posting the information to DCJS's website at the internet address identified on the face page of this RFP.

#### **9.10 Award Notification**

The Commissioner of the Division of Criminal Justice Services, or staff designated for such purpose, will select the successful vendor based on recommendations submitted by evaluation teams. The successful Bidder(s) will be advised of selection by DCJS through the issuance of an award notification letter. Bidders whose bids have not been selected in response to this RFP shall be notified.

#### **9.11 Proposal Review and Contract Approval**

Any contracts resulting from this RFP will not be effective until approved by the Office of the Attorney General and the Office of the State Comptroller.

#### **9.12 Disclosure of Contract Awards**

Public Announcements or news releases pertaining to contracts shall not be made prior to contract award. Requests concerning the evaluation of a bid submitted will be considered under FOIL only after contract negotiations are complete and the contract is released by the State Attorney General's Office and the Office of the State Comptroller.

#### **9.13 Debriefing Sessions**

Unsuccessful Bidders will be notified in writing and may request the opportunity for a debriefing session. Once an award has been made, Bidders may then submit a written request for a debriefing as to why their proposal did not result in an award. Such sessions will be limited to discussions of evaluation results as they apply to the Bidder receiving the debriefing. State Finance Law §163 9(c)(i) requires that an unsuccessful Bidder request a debriefing within fifteen (15) calendar days of release by the state agency of a notice in writing or electronically that the Bidder's offer is unsuccessful.

#### **9.14 Bid Protest Policy**

The State of New York strives to assure a fair, open and competitive process to all potential Bidders qualified to respond to this Procurement. In the event that any prospective Bidder has a complaint or objection to the RFP requirements, the procurement process or any matter affecting the submission of a prospective Bidder's Bid Proposal, the Bidder is encouraged to informally contact the DCJS Sole Designated Contact for this procurement, listed on the cover page of this RFP, immediately to determine if the matter can be resolved.

Bidders desiring to initiate a bid protest must follow the procedures for timely filing a formal protest set forth in the DCJS Contract Award Protest Procedure at **Exhibit A (DCJS Contract Award Protest Procedure)** of this RFP by the deadline set forth in the procedure. Take notice that contacts with DCJS do not constitute the filing or initiation of a Bid Protest or extend the

**BCPO Job Task Analysis**  
Request for Proposals

time in which to file a Bid Protest under the DCJS Contract Award Protest Procedure. Bid Protests must be identified as such and filed in accordance with the procedures provided in the DCJS Contract Award Protest Procedure. Prior to contract award, protests which may affect the outcome or nature of the award may only be considered by the State in the context of a formal written protest filed in accordance with the procedure at **Exhibit A**.

**9.15 Reserved Rights**

The Division reserves the right to exercise any of the following actions:

- a) Change any of the scheduled dates and times stated herein.
- b) Amend RFP specifications after their release to correct errors or oversights, or to supply additional information as it becomes available and so notify all Bidders.
- c) Disqualify a Bidder from receiving an award if such Bidder has previously failed to perform satisfactorily in connection with public bidding or contract(s) or is deemed otherwise not responsible.
- d) Eliminate a mandatory requirement when all Bidders cannot meet such requirement.
- e) Evaluate, accept and/or reject any and all proposals, in whole or in part, and to waive technicalities, irregularities, and omissions if, in DCJS's considered judgment, the best interests of DCJS will be served. In the event compliant bids are not received, DCJS reserves the right to consider late or non-conforming bids as offers.
- f) Require the Bidder to provide proof of or otherwise demonstrate, to the satisfaction of DCJS, any information presented as a part of their proposal.
- g) Use information obtained through DCJS's investigation of a Bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the Bidder in response to DCJS's request for clarifying information in the course of evaluation and selection under this RFP.
- h) Determine a tie breaking mechanism for award of the contract to serve the best interests of DCJS.
- i) Negotiate with the successful Bidder(s) within the scope of the RFP to serve the best interests of DCJS and the State.
- j) DCJS may agree to extend the time period established by State Finance Law §112 for approval of contracts by the Comptroller of the State of New York and in such an event the successful Offerer agrees to maintain its offer for the duration of the extension.
- k) In the event DCJS terminates a Contract resulting from this procurement, DCJS reserves the right, with the approval of the Office of the State Comptroller, to award a contract to the next highest ranked Bidder of the original bid submissions.
- l) Reject any or all proposals received in response to the RFP.
- m) Withdraw the RFP at any time, at the agency's sole discretion.

**BCPO Job Task Analysis**  
Request for Proposals

- n) Make an award under the RFP in whole or in part.
- o) Disqualify any Bidder whose conduct and/or proposal fails to conform to the requirements of the RFP.
- p) Seek clarifications and revisions of proposals.
- q) Use proposal information obtained through site visits, management interviews and the State's investigation of a Bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the Bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP.
- r) Prior to the **bid opening**, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available.
- s) Prior to the bid opening, direct Bidders to submit proposal modifications addressing subsequent RFP amendments.
- t) Waive any requirements that are not material.
- u) Negotiate with the successful Bidder within the scope of the IFB/RFP in the best interests of the State.
- v) Conduct contract negotiations with the next responsible Bidder, should the agency be unsuccessful in negotiating with the selected Bidder.
- w) Utilize any and all ideas submitted in the proposals received.
- x) Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an Offerer's proposal and/or to determine an Offerer's compliance with the requirements of the solicitation.

**9.16 Administrative Contract Conditions**

**9.16.1 Payments**

All payments will be made in accordance with State Finance Law §11-a.

Payments will be made according to the successful completion, submittal, and DCJS approval of the defined deliverables as detailed in the Scope of Work and **Attachment E – Financial Response Form**. DCJS will be responsible for verifying each deliverable prior to payment. The Vendor should submit invoices for services rendered and for acceptance by DCJS to [dcjsinvoices@dcjs.ny.gov](mailto:dcjsinvoices@dcjs.ny.gov).

Reimbursement for travel, meals, or lodging expenses associated with this project shall not exceed: (i) the rates authorized by the NYS Office of the State Comptroller for State employee travel and (ii) the amount set forth in the **Attachment E – Financial Response Form**.

## **BCPO Job Task Analysis**

### **Request for Proposals**

#### **9.16.2 Taxes**

Unless otherwise specified in the RFP, the quoted bid rates shall include all taxes applicable to the transaction. Purchases made by the State of New York are exempt from New York State and local sales taxes and, with certain exceptions, federal excise taxes. To satisfy the requirements of the New York State Sales tax exemption, invoices issued by the Vendor pursuant to the Contract shall reference the Contract in order to be considered sufficient evidence that the sale by Vendor was made to the State, an exempt organization under Tax Law §1116(a)(1). No person, firm, or corporation is, however, exempt from paying the State Truck Mileage and Unemployment Insurance or Federal Social Security taxes, which remain the sole responsibility of the Vendor.

#### **9.16.3 Mandatory Requirement – Price Protection**

The Bidder agrees that all of the prices, terms, warranties and benefits provided under this procurement are comparable to or better than the equivalent terms being offered by the vendor to other customers using similar scope and volume of services. If the Bidder shall, during the term of this Agreement, enter into arrangements with any other customer providing greater benefits or more favorable terms, the Contract shall thereupon be deemed amended to provide the same to the State.

#### **9.16.4 Procurement Record**

DCJS shall maintain a Procurement Record which documents all decisions regarding the procurement process, particularly the quantification of criteria used to determine an award based on best value; or where not quantifiable, the justification which demonstrates that best value will be achieved pursuant to State Finance Law §163(9)(g). The Procurement Record will be forwarded to the Office of the State Comptroller and as applicable to the Office of the Attorney General (Department of Law) in support of their respective evaluation and approval activity.

#### **9.16.5 Mandatory Requirement – Appendix A (Standard Clauses for New York State Contracts)**

**Appendix A (Standard Clauses for New York State Contracts)** annexed hereto at Appendix A is incorporated herein by reference and made a part of this agreement as though fully set forth in its entirety.

#### **9.16.6 Mandatory Requirement – Discriminatory Jurisdictions**

Bidders are hereby notified that state agencies and authorities are prohibited from entering into contracts with businesses whose principal place of business is located in a discriminatory jurisdiction. Discriminatory jurisdiction is defined as a state or political subdivision which employs a preference or price distorting mechanism to the detriment of or otherwise discriminates against a New York State business enterprise in the procurement of commodities and services by the same or a non-governmental entity influenced by the same. A list of discriminatory jurisdictions is maintained by the commissioner of the New York State Department of Economic Development.



## **BCPO Job Task Analysis**

### **Request for Proposals**

#### **9.16.7 Public Announcements**

Public announcements or news releases relating to this RFP or the resulting agreement shall not be made by any Offerer or its agent without the prior approval of DCJS. Such approval shall not be considered until an executed contract is in place.

#### **9.16.8 Contract Term**

The contract resulting from an award under this procurement shall take effect upon approval by the New York State Attorney General and the Office of the State Comptroller of New York or staff designated for such purpose ("Effective Date") and anticipated for a term of three years with one year renewable.

#### **9.16.9 Time is of the Essence**

Time is of the essence in contract formation and time is of the essence in the resulting Contract and will be a substantial and a material term of any agreement resulting from this RFP.

#### **9.16.10 Contract Formation**

A successful applicant will be required to timely enter into a contract with NYS. The final contract may contain new or amended contractual provisions. NYS reserves the right to negotiate minor terms and conditions relative to the RFP and the applicant's response to meet agency program requirements consistent with the solicitation. During contract negotiations, the State expects to have direct access to Offerer personnel who have full authority to make commitments on behalf of the Offerer. Any negotiated contract must conform to the laws of New York State.

The Contract will incorporate this RFP, all Exhibits, all Appendices, all Forms, all Attachments, all submissions, the Offerer's Bid Proposal, clarifications and additional information issued by DCJS during the course of this procurement and additional terms agreed to by the Parties in writing into a Master Agreement.

The State shall have the right to renegotiate the terms of the contract resulting from this procurement at any time in the event that a change in applicable laws, codes, ordinances, statutes, rules and regulations or applicability thereof requires that the terms of the Contract be modified so that it conforms with the requirements of any applicable statute, law, ordinance, codes, rules or regulation then in effect.

#### **9.16.11 Negotiations with the Next Highest Offerer**

In the event that DCJS should be unsuccessful in negotiating a contract within thirty (30) business days following the date of the notice of award with the selected Offerer, DCJS may at any time following thirtieth business day at its option begin negotiations with the next highest scored Offerer, as applicable.

#### **9.16.12 Cancellation Clause**

DCJS is responsible for monitoring and enforcing the Vendor's performance. Performance requirements include Vendor's conformance with scheduling

## BCPO Job Task Analysis

### Request for Proposals

requirements. DCJS will provide written notice to the Vendor in the event the Vendor does not comply with the Contract's performance requirements. DCJS may terminate the contract consistent with this provision.

#### 9.16.13 Contractor

Offerer is required to serve as the Contractor when selected to provide evidence based strategic advisement services pursuant to this RFP hereunder. The Contractor is responsible for meeting all Contract obligations set forth in the solicitation and Contract, including all Appendices, Attachments, Forms, Exhibits, and any subsequent amendments mutually agreed to in writing between the Parties. The Contractor is responsible for payment of all subcontractors and suppliers, including all third-party equipment and service providers contracted by or through the Contractor in performance of the agreement. Where services are supplied by or through the Contractor under the Contract, Contractor must assume full integration responsibility for performance of such services.

#### 9.17 Qualified to Work in the United States

All personnel employed by the Contractor must be legally authorized to work in the United States. Personnel and candidates provided to DCJS by any Offerer must be legally authorized to work in the United States.

#### 9.18 Indemnification & Limitation of Liability

- a) Offerer as a Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors of the Offerer and shall fully indemnify and save harmless the State of New York and DCJS, from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Offerer, its agents, employees, partners or subcontractors of the Offerer, *without limitation*; provided, however, that the Offerer shall not indemnify for that portion of any claim, loss or damage arising from the negligence of the State and/or its employees.
- b) Offerer will indemnify, defend and hold the State of New York, DCJS, and entities which have been authorized by DCJS to participate ("Authorized participating Users" or "Authorized Users"), where applicable, and with whom the Contractor and DCJS has agreed to install or place products or provide services as defined in the Master Agreement harmless, *without limitation*, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State, DCJS, and its Authorized Participating Users in any action for infringement of any copyright, trademark, trade secret or intellectual property right, provided that DCJS shall give the Offerer: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Offerer's sole expense, and (iii) assistance in the defense of any such action at the expense of Offerer. Where a dispute or claim arises relative to a real or anticipated infringement, the State of New York and/or DCJS may require Offerer, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the State of New York and/or DCJS shall require. If the Offerer has an opportunity to terminate any such infringement suit by a third-party Offerer, the Offerer shall obtain

## BCPO Job Task Analysis

### Request for Proposals

the consent of the State and the Attorney General of the State of New York to the settlement if such settlement will alter any financial or performance terms of the Agreement.

- c) If principles of governmental or public law are involved, DCJS and/or the State may participate in the defense of any such action, but no costs or expenses shall be incurred for the account of the Offerer without the Offerer's written consent.
- d) If in the Offerer's opinion the equipment, materials, or information mentioned above, are likely to or do become the subject of a claim of infringement of a United States patent or copyright, then without diminishing the Offerer's obligation to satisfy any final award, Offerer may, with DCJS and/or any other contracting State agency, where applicable, and the State's written consent, substitute other equally suitable materials and information or, at Offerer's option and expense, obtain the right for the State to continue the use of such materials and information.
- e) The Offerer will indemnify the DCJS and the State without limitation against any claim(s) brought against the State and/or DCJS by reason of a wrongful disclosure of confidential information attributed to the Offerer or any Offerer employee and will cooperate fully with DCJS, the State, and the Attorney General in defense of any claim(s).
- f) The Offerer shall not be obligated to indemnify that portion of a claim or dispute based upon: i) the State's unauthorized modification or alteration of a product; ii) the State's use of the product in combination with other products not furnished by Offerer; iii) the State's use in other than the specified operating conditions and environment.
- g) Neither Party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. All Parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the Contract and shall immediately resume performance upon termination of the force majeure.
- h) Unless otherwise specifically enumerated herein, neither Party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Offerer is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither Party shall be liable for lost profits, lost revenue or lost institutional operating savings.
- i) Indemnification for Direct Damage: For all other claims against the Offerer by DCJS and the State of New York where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Offerer's liability under this Contract for direct damages shall be two (2) times the charges rendered by the Offerer under the Contract.
- j) DCJS, and the State may, in addition to other remedies available to them at law, in equity, or under the Contract, and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the Contractor, as applicable, as may be necessary to satisfy any claim for damages, costs and the like asserted by or against them

## BCPO Job Task Analysis

### Request for Proposals

#### 9.19 Compliance with Laws

The Contractor shall comply with all present and future applicable laws, codes, ordinances, statutes, rules and regulations with respect to any of the duties or responsibilities of the Contractor, DCJS, the State of New York and all Authorized Users arising from the Contract, including but not limited to the Americans with Disabilities Act (42 USC Section 1202, et seq).

The Contractor, including its agents, successors and/or assigns and Contractors and subcontractors shall obtain all necessary licenses, certificates and other approvals required by law to fulfill the Contractor's obligations under the Contract at its sole expense. The Contractor shall furnish copies of such documentation to the State upon request.

Although covered by the general compliance mandated by this provision, it is specifically understood that the Contractor shall be responsible for compliance with all applicable federal laws, rules and regulations to the extent that any Authorized User is the recipient of any federally funded monies relating to the procurement of services or products under this Contract, including but not limited to the following provisions set forth at Chapter XXX of 7 CFR or Appendix A (Standard Clauses for New York State Contracts) to 45 CFR Part 74, relating to:

- a) Equal Employment Opportunity as set forth in federal Executive Orders 11246 and 11375 as supplemented by 41 CFR 60.
- b) Copeland "Anti-Kickback Act" (18 USC 874 and 40 USC 276c) which provides that all contracts/sub grants greater than \$2,000 must have a provision requiring compliance with 18 USC 874 as supplemented by 29 CFR Part 3, which prohibit Contractors or Sub recipients from inducing by any means any person employed in construction, completion or repair of public work to give up any part of compensation to which they are otherwise entitled and that the recipient shall report all suspected/reported violations to the Federal awarding agency.
- c) Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) which requires all construction contracts awarded by recipients of more than \$2000 to comply with the Act as supplemented by USDOL Regulations 29 CFR Part 5 requiring all Contractors to pay wages to laborers and mechanics at a rate not less than the minimum wage specified by the Federal Secretary of Labor, which wages shall be paid not less than once a week. The recipient shall place a copy of the federally specified wage (the "prevailing wage") in each solicitation and the award of a contract shall be conditioned upon acceptance of such a determination. The recipient must report all suspected/reported violations to the Federal awarding agency.
- d) Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) which requires, where applicable, that all construction contracts and other contracts involving employment of mechanics and laborers require compliance with 40 U.S.C. 327-333 as supplemented by USDOL Regulations 29 CFR 5 when said contracts exceed \$100,000, which references require that work in excess of 40 hours/week be recompensed at a rate at least 50% greater than the basic pay rate and that no work be required in unsanitary, hazardous, or dangerous conditions. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

## **BCPO Job Task Analysis**

### **Request for Proposals**

- e) Rights to Inventions Made under a Contract or Agreement- Contracts or Agreements for the performance of experimental, developmental, or research work shall provide for the rights of the federal government and the recipient in any in any resulting invention in accordance with 37 CFR Part 401 and any further implementing regulations issued by USDHHS or USDA.
- f) Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.)- Contracts and sub grants in excess of \$100,000 shall require the recipient to comply with the Acts recited herein and that violations must be reported to USDHHS and the appropriate Regional Office of the Federal Environmental Protection Agency.
- g) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)- which requires that every Contractor under a contract for more than \$100,000 and every tier of Contractors or subcontractors there under shall file certification, as required, that said Contractor will not and has not used any Federal appropriated funds to pay any person or organization for influencing or attempting to influence any federal agency, member of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or award covered by such Amendment. A Contractor or subcontractor from any tier shall also disclose any lobbying with non-federal funds that takes place in conjunction with obtaining a federal award, which disclosure shall be forwarded up any applicable tiers to the recipient. (See also 45 CFR 93)
- h) Debarment and Suspension. (Federal E.O.s 12549 and 12689)- Certain contracts shall not be awarded to Parties listed on the non-procurement portion of the U. S. General Services Administration's "Lists of Parties Excluded from Federal Procurement or Non-Procurement Programs" in accordance with E.O.s 12549 and 12689. (See 45 CFR 76.) Contractors with awards that exceed the simplified acquisition threshold shall provide the required certification regarding their exclusion status and that of their principals prior to award.

#### **9.20 Security, Information Security, Breach and Notification Act**

The Contractor shall maintain the security, nondisclosure and confidentiality of all information in accordance with the following clauses in performance of its activities under the Contract. The Contract may be terminated by the State for cause for a material breach of this section.

##### **9.20.1 Security Procedures & Employee Dishonesty**

Contractor warrants, covenants and represents that it will comply fully with all security procedures of the State in performance of the Contract. Contractor shall hold the State harmless from any loss or damage to the State resulting from the violation by the Contractor, its officers, agents, employees, and subcontractors of such security procedures or resulting from any criminal acts committed by such officers, agents, employees, and subcontractors while providing services under the Contract.

##### **9.20.2 Information Security Breach and Notification Act, Indemnification of DCJS and Authorized Users for Breach of Security**

State Technology Law (STL) §208 and of the General Business Law (GBL) §899-aa require that State entities and persons or businesses conducting business in New

## BCPO Job Task Analysis

### Request for Proposals

York who own or license computerized data which includes private information including an individual's unencrypted personal information plus one or more of the following: social security number, driver's license number or non-driver ID, account number, credit or debit card number plus security code, access code or password which permits access to an individual's financial account, must disclose to a New York resident when their private information was, or is reasonably believed to have been, acquired by a person without valid authorization. Disclosure of breach of that private information to all individuals affected or potentially affected must occur in the most expedient time possible without unreasonable delay, after necessary measures have been taken subject to approval of DCJS or such other applicable State agency to determine the scope of the breach and to restore integrity, but with delay if law enforcement determines it impedes a criminal investigation.

State entities subject to STL §208 that experience breaches of computerized data which includes private information must file notices with the New York Attorney General; Department of State's Division of Consumer Protection; and the Office of Information Technology Services' Enterprise Information Security Office.

General Business Law §899-aa provides that persons or businesses conducting business in New York must disclose any breaches of computerized data which includes private information by notifying the offices of the New York Attorney General; the NYS Division of State Police; and the Department of State's Division of Consumer Protection.

Information relative to the law and the notification process is available at:

<https://its.ny.gov/breach-notification-and-incident-reporting>

The New York State General Business Law § 899-aa provides in part that:

6.(a) whenever the attorney general shall believe from evidence satisfactory to him that there is a violation of this article he may bring an action in the name and on behalf of the people of the state of New York, in a court of justice having jurisdiction to issue an injunction, to enjoin and restrain the continuation of such violation. In such action, preliminary relief may be granted under article sixty-three of the civil practice law and rules. In such action the court may award damages for actual costs or losses incurred by a person entitled to notice pursuant to this article, if notification was not provided to such person pursuant to this article, including consequential financial losses. Whenever the court shall determine in such action that a person or business violated this article knowingly or recklessly, the court may impose a civil penalty of the greater of five thousand dollars or up to ten dollars per instance of failed notification, provided that the latter amount shall not exceed one hundred fifty thousand dollars.

The remedies in Section 6(a) are in addition to any other lawful remedy and in addition to any other remedy available under the terms of the Contract executed between DCJS and the Contractor.

Bidders must agree to indemnify DCJS without limitation against any claims brought against DCJS by reason of a wrongful disclosure of confidential information attributed to

## BCPO Job Task Analysis

### Request for Proposals

the Offerer or any Offerer employee and will cooperate fully with DCJS and the Attorney General in defense of the claim.

The Contract executed between DCJS and the Contractor may be terminated by the State for cause for a material breach of this section, and the provisions of GBL§899-aa shall survive the termination of such Contract.

#### **9.21 User Data is the Property of State of New York**

In the course of performance of its obligations pursuant to this RFP and any resulting Contract certain Contractor or Subcontractor personnel may be approved by appropriate authorities to have access to or come into possession of data and information which is the property of the State of New York.

### **10.0 BIDDERS PROPOSAL SUBMISSION**

The Bidder must provide a response that clearly and precisely provides all of the information required by DCJS on which to base the evaluation.

Proposals that do not comply with these instructions, or do not meet the full intent of all of the requirements of this RFP may be subject to scoring reductions during the evaluation process or may be deemed as non-responsive.

#### **10.1 Organization of Proposal**

To facilitate the evaluation process, the Bidder must organize its proposal into three distinct volumes as follows:

- Volume One – Technical Proposal
- Volume Two – Administrative Requirements
- Volume Three – Financial Proposal

##### **a. Volume One – Technical Proposal Format**

Volume One should contain a table of contents with page numbers and each section should be tabbed as follows and include the below referenced documents properly completed, signed and notarized, where appropriate:

- Attachment B: Mandatory Requirements: Bidder Experience and Client Reference Form
- Attachment C: Technical Proposal Form

##### **b. Volume Two – Administrative Requirements Format**

Volume Two should contain a table of contents with page numbers and each section should be tabbed as follows and include the below referenced documents properly completed, signed and notarized, where appropriate:

- Attachment 1A: Complete Proposal Requirement Checklist
- Attachment A: Firm Information Form and Attestation (signed)

## **BCPO Job Task Analysis**

### **Request for Proposals**

- Attachment F: Formal Offer Letter
- Appendix C: Encouraging Use of New York State Businesses in Contract Performance
- Appendix D: Non-Collusive Bidding Certification
- Appendix F: Attachment 1 - Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)
- Appendix F: Attachment 2 - Offerer Disclosure of Prior Non-Responsibility Determinations
- Appendix F: Form 4 - Offerer's Certification of Compliance With State Finance Law §139-k(5)
- Appendix M: EO 177 Certification
- Appendix P: Sexual Harassment Prevention Certification
- Appendix Q: EO 16 Certification
- Appendix R: Workplace and Gender Based Violence Prevention Certification
- Extraneous Terms, if applicable
- Request for Exemption from Disclosure, if applicable

#### **c. Volume Three - Financial Proposal Format**

Volume Three should contain a table of contents with page numbers and each section should be tabbed as follows and include the below referenced documents properly completed, signed and notarized, where appropriate:

- Attachment E: Financial Response Form

### **10.2 Submission of Proposals**

The Bidder must submit one (1) bound paper proposal which must contain original (wet/ink) notarized signatures and be marked as "ORIGINAL" of Volume One (1), Volume Two (2), and Volume Three (3). All volumes must be bound separately and clearly identified. The Bidder must also submit one (1) complete copy of entire proposal prepared and organized in the same manner. Finally, one (1) separate electronic copy of Volume One (1), one (1) electronic copy of Volume Two (2), and one (1) electronic copy of Volume Three (3) shall be submitted on individual USB Drives. These USB Drives must be clearly labeled to indicate whether they contain Volume One, Volume Two, Volume Three. In the event of a discrepancy, DCJS will contact the Bidder for clarification.

Proposals must be received no later than the due date and time listed in the Procurement Timeline. All bids are to be packaged, sealed and submitted to the following:

**Procurement Office  
Office of Budget and Finance  
New York State Division of Criminal Justice Services  
Alfred E. Smith Office Building, 10<sup>th</sup> Floor  
80 South Swan St,  
Albany, NY 12210-8001**



## BCPO Job Task Analysis

### Request for Proposals

All proposals must have a label on the outside of the package or shipping container outlining the following information:

BID ENCLOSED

Basic Course for Police Officers JTA

**NYSDCJS RFP# BCPO JTA 2025-04**

Bid Submission

Do not open until after 4:00 P.M. on 11/12/2025

Label: "Administrative Requirements, Financial Proposal", and "Technical Proposal" (as applicable)

In the event that a package is not labeled properly as described in this section, DCJS reserves the right to inspect the contents of the package(s) to determine the contents. The Bidder shall have no claim against DCJS arising from such inspection and such inspection shall not affect the validity of the procurement. Notwithstanding, DCJS's right to inspect the contents of the package(s), the Bidder assumes all risk of late delivery associated with the bid not being identified, packaged or labeled in accordance with the foregoing requirements.

**Faxed or electronically transmitted proposals will not be accepted. Proposals received by the State after the proposal due date and time will be rejected.**

## 11.0 EVALUATION AND SCORING METHOD

Pursuant to Article XI of the New York State Finance Law, the basis for this contract Award is **best value**. A best value optimizes quality, cost and efficiency among responsive and responsible Bidders and is consistent with the best interests of the State of New York.

DCJS evaluates proposals for goods and services in an objective, comprehensive manner designed to benefit both the State and participating Bidders. Throughout this process, DCJS identifies Bidders who will best meet our needs and will be cost effective. DCJS further intends that all proposals will be evaluated uniformly and consistently, ensuring Bidders an equal opportunity to be considered.

The State reserves the right to verify information presented in the proposal through the clarification process as well as interviews with key staff, including technical reference checks. The State reserves the right to reduce technical scores or to disqualify, as non-responsive, any firm based upon information brought to the attention of the State through such interviews or clarification process.

### 11.1 Proposal Clarification

DCJS reserves the right to require a Bidder to provide clarification and validation of its proposal through any means DCJS deems necessary. Failure of a Bidder to cooperate with DCJS's effort to clarify or validate proposal information may result in the proposal being labeled as non-responsive and given no further consideration.

### 11.2 References

The Bidder is solely responsible for providing references that are readily available to be contacted by DCJS and will respond to reference questions. If DCJS is unable to contact any reference, the Bidder will be provided one opportunity, with a deadline, to assist in obtaining cooperation from

## BCPO Job Task Analysis

### Request for Proposals

those clients who have not responded. The Bidder may receive a reduced Technical Score if DCJS is unable to verify required references.

#### 11.3 Evaluation Process

Proposals will be evaluated independently throughout all phases of the evaluation process and will be evaluated as follows:

##### a) Completeness Review

- i. After the bid opening, each proposal will be screened for completeness and conformance with requirements for bid submission as specified in Section 10 of this RFP. Proposals that do not meet the requirements as set forth in this RFP may be deemed nonresponsive and denied further consideration. Proposals meeting the requirements will have their Technical and Financial Proposals evaluated and scored. Missing or erred administrative non-substantiative information may be requested following bid opening.

##### b) Mandatory Qualifying Requirements Evaluation (Pass/Fail)

- i. Bidder information provided on **Attachment B** Mandatory Requirement: Bidder Experience, will be reviewed to determine if the Bidder meets the mandatory qualifying requirements criteria as identified in Section 4.2 of this RFP.

##### c) Technical Proposal Evaluation (80 Percent)

The technical proposal evaluation will proceed concurrently and separately from the financial evaluation. The Bidder is required to demonstrate quantitative and qualitative experience providing services and advisement services to law enforcement.

- i. Technical Proposal
  1. This part of the evaluation will be based on the bidder's responses to the questions in **Attachment C (Technical Proposal Form)**.
- ii. Client References
  1. This part of the technical evaluation will be based on the Client Reference Questionnaire submissions obtained from the clients identified on **Attachment B (Client Reference Response Form)**.
  2. References will be contacted by DCJS and will be asked a series of questions that will be evaluated and scored.

##### d) Financial Evaluation (20 Percent)

The Financial Evaluation will be evaluated independently by the Financial Evaluation Team and separately from the Technical Evaluation. The Financial Evaluation will be based on the Bidder's financial response provided on **Attachment E (Financial Response Form)**. For evaluation purposes, the vendor submitting the proposal with the lowest cost will automatically receive 20 points. All remaining Bidders' score will be calculated by dividing the lowest proposed cost of all Bidders by the proposed cost provided by the Bidder being evaluated and multiplying by 20.

**BCPO Job Task Analysis**  
Request for Proposals

e) Final Ranking/Contract Award

DCJS will award a single contract. DCJS will make the award based on the highest overall score. In the event there is a tie between final scores for any proposals, the tie will be broken based on cost score. If the scores for cost are tied, the final criterion used will be client reference score.