



REQUEST FOR QUALIFICATIONS & PROPOSALS

FOR

CONSULTANT SERVICES

FOR

**FACILITATION OF MUNICIPAL WORKING GROUP
CONVERSATIONS RELATING TO POLICE ENGAGEMENT**

ISSUED: MARCH 26, 2021

MT. LEBANON MUNICIPALITY
710 WASHINGTON ROAD
PITTSBURGH, PA 15228

FACILITATION OF POLICE ENGAGEMENT WORKING GROUP CONVERSATIONS

I. SCOPE OF SERVICES

a. PURPOSE

The Municipality of Mt. Lebanon established a Diversity Equity and Inclusion (DEI) Ad Hoc Committee as a subcommittee of the Community Relations Board (CRB). The DEI Ad Hoc Committee consists of the following four Working Groups: (1) DEI Community Awareness and Community Building, (2) Diversity in Boards and Hiring, (3) Police Engagement, (4) DEI Recognition, Event Planning, and Incident Response. The Ad Hoc Committees were created in January 2021 with a one-year timeframe to achieve the Commission's stated goals for each group.

DEI Working Group #3 regarding Police Engagement is in need of a consultant to facilitate conversations within the working group in order to reach the Commission's goals for the group.

b. PROJECT SCOPE/DUTIES OF CONSULTANT

The selected consultant will serve as a conversation facilitator for DEI Group #3 (Police Engagement Working Group). The group includes nine appointed community volunteers and three police members from the MLPD. Additional support members include liaisons from the Commission and municipal staff. The Working Group has one public meeting per month, which may be virtual or in person. The Working Group operates under the laws and procedures applicable to local government such as the Sunshine Act and other laws governing public meetings and municipal entities. The Commission has detailed three stated goals for the Working Group:

i. **Goal 1:** Research, Review and Recommend National Initiatives.

Inputs: #8cantwait, 21st Century Commission, Mayor's Pledge, State Police Reform, police chief and union, Mt. Lebanon Police Department's accreditation process (which is currently underway), Community Conversations and others as identified by the Working Group.

Output: Provide a review of National Initiatives that the Mt. Lebanon Police Department (MLPD) has already achieved or implemented and make a recommendation to Commission on additional initiatives to consider.

- ii. **Goal 2:** Data Collection and Transparency Research and Recommendations.
Inputs: Community Conversations, research, existing Mt. Lebanon public information, local Mt. Lebanon social justice groups, public information officer, MLPD, and police union.
Output: Make recommendations to the Commission for improved communication with the community around our policing.

- iii. **Goal 3:** Gain an understanding of the existing recruitment, application, interview, and testing processes for MLPD officers and make recommendations of ways to expand the pool of applicants and increase diversity among MLPD officers.
Inputs: Police chief and union, other communities, social justice groups, Mt. Lebanon Municipality HR and other relevant staff.
Output: Make recommendations to Commission for MLPD for ways to expand the pool of applicants and increase diversity

The Commission expects the CRB DEI Police Engagement Working Group to organize and conduct **Community Conversations** on Police Engagement to inform the above work. These conversations may also be conducted by the facilitator chosen as part of this RFP, by the group members themselves, or by another outside professional. An add-alternate cost should be included in the RFP response to facilitate two (2) community conversations in 2021.

After Community Conversations, the Working Group shall make a report to the rest of the CRB, the MLPD and the Commission. Attendance at these sessions shall include the Commission CRB liaison and other Commission members on a rotating basis, the CRB Chair and selected municipal staff, the public information officer, our police chief with an invitation to the Police Union for two representatives.

II. **PROPOSAL TO BE SUBMITTED**

The proposal shall be organized and submitted with the following elements:

a. Executive Summary

Provide a brief summary describing the proposer's ability to perform the work requested, a history of the proposer's background and experience providing services, the qualifications of the proposer's personnel to be assigned to this project, and any other information called for by this scope of services which the proposer deems relevant, including restating any exceptions to this request for proposal. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the proposer, staff, subcontractors, and/or suppliers.

b. Response to Project Scope and Duties

Proposer shall provide an analysis of how they intend to complete each of the items listed in the Project Scope. Additionally, provide a general timeline for each step in the process and an estimated project completion date.

c. Cost Estimate

Proposer shall provide an itemized breakdown of costs associated with the general contract for services and any potential additions during the process. The base cost should be for the facilitation of DEI Working Group meetings.

Add-alternate costs should be included for two items:

- i. The facilitation of two community conversations during the 2021 calendar year. This additional cost may be added to the scope of work at any time during the contractual period, at the sole discretion of the Municipality.
- ii. Facilitation of sub-group conversations within the Working Group to focus on specific tasks. This additional cost should be estimated on a per-meeting basis. This additional cost may be added to the scope of work at any time during the contractual period, at the sole discretion of the Municipality.

d. Attachments

- i. Proposer shall provide a list of three references of providing services similar to those requested as part of this proposal. Special consideration may be given to those who have performed this work for public-sector or local government entities.
- ii. Proposer shall provide the names, resumes, and description of project roles of all of the firm's employees expected to work on this project.

Any questions regarding this Request for Proposals and Qualifications should be submitted to Laura Pace Lilley at lpace@mtlebanon.org or 412-343-3552.

Please submit one original and ten (10) copies of the requested information **no later than 11:00am, April 9, 2021**. Proposals shall be submitted in sealed envelopes and delivered to:

Keith McGill
Municipal Manager
Mt Lebanon Municipality
710 Washington Road
Pittsburgh, PA 15228

Digital copies will not be accepted.

III. EVALUATION OF PROPOSALS

While the successful firm must submit a competitive fee, price alone will not be the sole criteria in selection. The Project Consultant will be selected based on the following criteria:

- Team personnel's experience and qualifications on similar projects
- Understanding and prior experience with municipal projects and requirements
- Understanding of Project scope/intent
- Approach/Methods/Project Plan
- Fee and Staffing Cost

Interviews may be scheduled with selected prospective consultants as soon as possible after the scoring and ranking, to permit further evaluation and to allow the municipality to inquire further into the consultant's experience on similar projects, thorough understanding of the various aspects of the services to be provided, scheduling, budget and other pertinent matters.

Proposals must remain open as an irrevocable offer to provide service as described in the RFP for a period of 90 days after April 9, 2021.

The final decision regarding this proposal rests with the Mt. Lebanon Commission.

The award decision is expected to be made on or before May 12, 2021.

The Municipality may add to, modify or change the process or any requirements set forth herein at any time in its discretion.

Nothing contained in this RFP will be deemed to (i) create any right (whether property or other) in any party to have a contract awarded or (ii) create or require any standard for award other than what the Municipality deems to be in its best interest. The award of a contract will be made in the discretion of the Municipality, and may be made on factors other than cost and on factors that may not appear in this RFP.

Notwithstanding anything to the contrary contained herein, no bidder, whether successful or not, will acquire any legally binding rights against any party including the Municipality unless and until the bidder and the Municipality formally execute an agreement that is satisfactory to the Municipality, in its discretion. The submission of a bid, including the execution of the agreement that is part of this package, will not guarantee a contract award, nor will it guarantee that the Municipality will not request modifications or deletion of terms before entering into the contract. The Municipality reserves the right to reject any or all proposals, and the right at its discretion to accept the proposal the Municipality deems to be most favorable to its interests.