



## REQUEST FOR PROPOSALS (RFP) 2018-19 Erie Crime Analysis Center (ECAC)

### DATES WILL BE FINALIZED PRIOR TO RELEASE

|   |                                     |
|---|-------------------------------------|
| RFP Issuance Date:  | Tuesday, May 15, 2018               |
| Submission Deadline:                                      | Wednesday, June 6, 2018 at 12 Noon  |
| Deadline for Final Submission of Questions Regarding RFP: | Monday, May 21, 2018                |
| Response to Questions Posted:                             | On or about Thursday, May 24, 2018  |
| Notification of Award(s):                                 | On or about Wednesday, June 8, 2018 |

1. All proposals must be received by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access in order to submit an application.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFP should be emailed to [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov). Please reference “**2018-19 Erie Crime Analysis Center (CAC)**” in the subject line of your email. Responses to submitted questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> as indicated above. If the applicant has any general questions such as, “Did DCJS receive my e-mail?” please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail. A debriefing is available to any entity that submitted a proposal in response to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.)
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a 12-month term effective no earlier than October 1, 2018, with the latest targeted start date of January 1, 2019.
5. Subject to available appropriations, approximately \$650,000 will be available to support the Crime Analysis Center (CAC) in Erie County.
6. **Grants Gateway Pre-Qualification** – Not-for-Profit (NFP) applicants **must** be pre-qualified through the NYS Grants Gateway prior to application submission to be considered for an award. **NFP applicants should begin this process as soon as possible.** See Appendix: *Grants Gateway Prequalification Requirement.*

## **Request for Proposals (RFP)** **2018-19 Erie Crime Analysis Center (ECAC)**

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## **I. INTRODUCTION**

The New York State Division of Criminal Justice Services (DCJS) seeks proposals to provide continued support of DCJS funded positions assigned to the Erie Crime Analysis Center (ECAC) in Erie County. A Crime Analysis Center (CAC) is a centrally located, multi-jurisdictional collaborative venture responsible for conducting in-depth regional analysis of crime and sharing the results of those analyses with the local CAC partners and other involved public safety officials. The ECAC was established in Erie county based on the volume of Part 1 crime and firearm-related crime and the need to analyze Part I crime data on a regional level due to shared incidents and offenders. Subject to available appropriations, approximately \$650,000 will be available to support the ECAC.

DCJS enhances public safety by providing resources and services that inform decision-making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; and identifying and funding programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry. DCJS conducts research on critical criminal justice issues and provides training, legal guidance and regulation to the State's law enforcement, community corrections, and prosecution and defense communities.

## **II. ELIGIBILITY REQUIREMENTS, AVAILABLE FUNDS AND CONTRACT TERM**

### **A. Eligibility Requirements**

Proposals will be accepted from any not-for-profit university and/or institute that offers specialization in the fields of criminal justice or public safety and has significant relevant experience in undertaking recent or current crime analysis to support law enforcement or public safety initiatives.

Any eligible applicant currently receiving funding for the Crime Analysis Center positions must submit a proposal in response to this RFP to continue to receive funding for those positions. All requests for funding must be to support DCJS-funded personnel only.

### **B. Availability and Allowable Uses of Funds**

Subject to available appropriations, approximately \$650,000 will support the ECAC. A single award will be made through this RFP which may be completely or partially funded with federal funds. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed. Applicants that receive funding must also agree to provide any fiscal, progress

or data reports necessary to satisfy state or federal requirements. Contracts awarded will be funded with state and/or federal funds.

Applicants may propose to use grant funds to cover the costs of crime analyst salaries, including certain fringe benefit expenditures, and essential administrative costs, overtime, travel and training. Travel and training costs may also be requested for individuals assigned to the ECAC who are not funded through this grant but contribute to the overall goal of the ECAC and the intended purpose of this funding. Grantees are expected to pay for these travel and training expenses when the expense is first incurred. Not-for-Profit applicants are eligible to receive up to 25% of the contract value as an advance at the time of contract execution and may use a portion of this advance to pay for these expenses.

Each proposal must clearly outline the amount of funding that is being requested for consultant services to cover the salaries of personnel and the funding that is being requested for administrative costs. Funding for indirect costs is capped at a rate of 15%. Please see Operating Budget Detail and Justification in Section V for additional information on Allowable Costs.

### **C. Contract Term**

Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a 12-month term effective no earlier than October 1, 2018, and beginning no later than January 1, 2019.

## **III. PROGRAM DESCRIPTION**

Crime Analysis Centers (CACs) are centrally located, multi-jurisdictional collaborative ventures responsible for conducting in-depth regional analysis of crime and sharing the results of those analyses with the local CAC partners and other involved public safety officials. CACs provide a comprehensive picture of the criminal environment within the participating counties where the Crime Analysis Centers exist, allowing law enforcement executives to make more informed decisions in the areas of strategic planning and tactical deployment and aiding investigators in solving crimes.

The personnel supported through this RFP will be assigned to the Erie CAC location. All crime analyst-related positions will work under the direction of the ECAC Director, and the ECAC Director will work under the direction of the ECAC Board, as applicable. Personnel in these funded crime analyst-related positions are not DCJS employees.

## **IV. EVALUATION AND SELECTION OF PROPOSAL**

Proposals will undergo a three-tier evaluation as part of the review process to recommend funding awards. DCJS will make one final decision as to a single award recipient regarding the funding of this RFP and the award amount will be based on the quality of each proposal, the

recommendations of the reviewers, and the criteria set forth in this RFP.

### ***Tier I Evaluation – Threshold Pass/Fail***

The Tier I Evaluation assesses whether proposals satisfy minimum “pass/fail” criteria for funding. All proposals will be initially screened by DCJS reviewers to determine the completeness of the proposal using the following criteria:

- Proposal was submitted by the published deadline;
- Applicant is eligible as defined by this solicitation; and
- Not-for-Profit applicants must meet pre-qualification requirements in the Grants Gateway.
- The submitted application in GMS shall include:
  - Answers to all questions as presented;
  - Operating Budget with Detail and Justification in GMS itemizing operating expenses in support of the program; and
  - All attachments and required documents- see Section X. Application Checklist.

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions may be subject to disqualification from further review. DCJS may, at its discretion, request additional, clarifying information from an applicant as deemed necessary.

### ***Tier II Evaluation – Evaluation and Scoring***

Teams of at least two DCJS staff reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score each proposal. The maximum score will be 100 points. Each category within the questions section, including the Budget, will be scored and the category scores will be totaled, resulting in an overall score. The final score will be determined by averaging Team Reviewers’ overall scores for each proposal. In the event of a substantial scoring disparity, an additional reviewer may rate the application(s), and all scores will be averaged to determine the final average score. In the event of a tie score among applicants, an additional reviewer will rate the affected proposals and the average of the scores will represent the final score.

A minimum score of 70 points is necessary to be eligible for funding. See Section V. Request for Proposals Questions for additional information.

### ***Tier III Review***

The Tier III Evaluation will be conducted by DCJS executive staff. The applicant and final award amount will be identified as part of the Tier III Evaluation considering Tier II Evaluation scoring and comments, strategic priorities, and available funding. The Final award decision will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

## **V. REQUEST FOR PROPOSALS QUESTIONS**

### **A. General Information for All Applicants**

Applicants must respond to all questions below within the DCJS Grants Management System (GMS), as instructed. **GMS instructions are located as an Appendix to this solicitation.** Please prepare prospective responses first in a Microsoft Word Document using Arial, 11-point font, 1.5-line spacing. Responses should then be copied and pasted into GMS under the *Questions* module “tab”. Applicants are also required to attach the Microsoft Word document with responses using the *Attachments* module on GMS. The number of pages for each question is indicated below.

Responses to the following questions will be scored and are the basis for Tier II evaluation and funding recommendations. Note the aggregate scoring value assigned to each question equals a total possible score of 100 points. A minimum score of 70 points is necessary to be eligible for funding. Any and all sub-sections, including those that have no point value, must be answered.

**B. Request for Proposal Questions for Existing Erie Crime Analysis Center (ECAC) Grantee**

Questions in this section apply to eligible applicants seeking continued DCJS funding for the Erie Crime Analysis Center (ECAC).

**1 – 3: Program Narrative Questions (1-3) (80 points as follows)**

1. Describe how crime patterns, crime trends, and crime problems have been identified and analyzed to date at the Crime Analysis Center. Give examples of major cases that have been assisted through the use of crime analysis. **(40 points) - Not to exceed 3 pages**
2. Describe how information developed at the Crime Analysis Center is disseminated to the law enforcement community (include reports, daily briefings, crime maps, etc.). **(20 points) - Not to exceed 3 pages**
3. Provide the name, education, relevant work experience, job duties, and any specialized training for all personnel currently supported by DCJS grant funds at the Crime Analysis Center. Also, indicate what training requirements or specialized needs have been identified as being needed for these positions if funding is provided as a result of this RFP. **(20 points) Not to exceed 3 pages**

**C. Request for Proposal Questions for Applicants Who Are Not Currently Funded to Support the Erie Crime Analysis Center (ECAC) or Who Are Currently Funded for another CAC and are Interested to Support the Erie CAC**

Questions in this section apply to eligible applicants not currently funded who are seeking new funding to support positions in the ECAC and also eligible applicants currently funded for another CAC who are seeking new funding to support positions in the Erie CAC.

**4 - 6: Program Narrative Questions (4-6) (80 points as follows)**

4. Explain a strategy identifying how the university or institute will provide support to the Erie Crime Analysis Center. **(40 points) Not to exceed 3 pages**
5. Describe the university or institute's relevant public safety initiatives and criminal justice programs. Specifically identify any current or prior collaborative partnerships with criminal justice organizations or law enforcement agencies, including pertinent research and/or policy analysis conducted. **(20 points) Not to exceed 3 pages**
6. Provide a descriptive narrative of the institute or university's criminal justice credentials, outlining any relevant experience to substantiate its capability to support the Erie Crime Analysis Center. Detail the education, relevant work experience and job duties of current staff, and any requisite experience conducting recent or current crime analysis to support law enforcement or public safety initiatives. **(20 points) Not to exceed 3 pages**

**D. REQUEST FOR PROPOSAL QUESTIONS FOR ALL APPLICANTS**

**7. Program Work Plan (0 points)**

In the GMS *Work plan* module, enter "To Be Determined" for your Project Goal, Objective, Task, and Performance Measure. These entries are necessary for the GMS to accept your proposal. Awarded applicants will be assisted by DCJS staff to develop an appropriate program work plan, including project goals, objectives, tasks, and performance measures. Accordingly, there are no points attributed to this component of your proposal.

**8. Operating Budget Detail and Justification (20 points)**

Enter the operating budget directly into the *Budget* module "tab" of the GMS application. See Appendix: *Budget Detail and Justification Narrative Guide* to use as a guide to organize the operating budget, including budgets submitted by anticipated subcontracted service providers receiving funds within this award, if applicable. Operating budgets should project total costs for the contract period.

A detailed budget for the grant period provided must be complete and directly tied to the work plan. A requested funded position should clearly



indicate the general duties, full annual salary of the position, proposed hours worked per week, and proposed hours or percentage FTE (full time equivalent) to be supported by the grant. See Appendix: *Standard Job Descriptions* for information regarding job descriptions. Applicants funded under this grant are expected to pay salaries within the following ranges:

|                         |                               |
|-------------------------|-------------------------------|
| Crime Analysts:         | Between \$44,000 and \$52,000 |
| Lead/IT Crime Analysts: | Between \$60,000 and \$72,000 |

Currently funded CACs should submit budgets that reflect current salaries of DCJS funded positions which are consistent with the ranges provided above. It is expected that newly hired staff begin at the lower range as salaries are determined by job performance and length of service. All applicants should also include in their proposed budgets a set-aside of 2% of total projected expenses for miscellaneous, yet to be determined expenses.

For subcontracted agencies approved to provide services, attach signed and executed agreements and the approved operating budget using the *Attachment* Module on GMS. If awarded a grant, executed agreements must be received by DCJS prior to a contract with DCJS being executed.

Allowable Costs: Allowable costs include funding for salaries at the Crime Analysis Center, fringe benefit expenditures not associated with overtime, essential administrative costs, overtime, travel and training, a set-aside for miscellaneous costs of 2% of total projected expenses, and annual membership dues for the International Association of Crime Analysts. Please note that fringe benefits may not be charged on overtime pay. Travel and training costs may also be requested for individuals assigned to the CAC who are not funded through this grant but contribute to the overall goal of the CAC and the intended purpose of this funding. Grantees are expected to pay for these travel and training expenses when the expense is first incurred. Each application must clearly outline the amount of funding that is being requested for consultant services to cover the salaries of personnel and the funding that is being requested for administrative costs. Funding for indirect costs, including administrative, is capped at a rate of 15%. Applicants must provide the breakdown between salary and fringe benefits.

Unallowable Costs: Funding requests for equipment, supplies, or any other budget category, will NOT be considered through this RFP.

Consultant Services: All consultant services must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence



costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process. A grant award recipient who proposes to obtain consultant services from a particular vendor without competitive bidding must obtain the prior written approval of DCJS. The request for approval must be in writing and provide, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins and regulations of the NYS Office of the State Comptroller, State Procurement Council, and the U.S. Department of Justice.

## VI. NOTIFICATION OF AWARD

Applicants will be advised of the final award decision with a letter of notification, which will be emailed to the address provided by the applicant in GMS. For those not approved, notifications will be emailed to the address provided by the applicant in GMS and sent by U.S. Postal Service mail.

Applicants will be accorded fair and equal treatment with respect to their opportunity for a debriefing. A debriefing is available to any entity that submitted a proposal in response to this solicitation that is not successful in receiving an award. A debriefing shall be requested in writing by the unsuccessful Applicant within 15 calendar days of being notified in writing by DCJS that the Proposal was not selected for an award.

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed and must be submitted to DCJS via the funding mailbox at [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov) with the following in the subject line: **Request for Debriefing Erie Crime Analysis Center RFP**. The debriefing shall be scheduled within 30 business days of receipt of written request by DCJS or as soon after that time as practicable. The preferred method for the debriefing will be in-person. However, upon mutual agreement by all parties, another means of communication, i.e., telephone, webinar, or any combination thereof may occur.

## VII. REPORTING REQUIREMENTS

Reporting requirements that are applicable to this funding are provided below:

### ***GMS Quarterly Progress Reporting***

Programs are required to submit quarterly progress reports via GMS that describe quarterly performance and activities in support of the project Work Plan.

**Quarterly Fiscal Reports**

All DCJS funded grantees are required to submit quarterly fiscal reports and claims for payment. Forms can be found at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

**Reporting Due Dates:**

GMS Progress Reports, Fiscal Reports, and Claims for Payment (formerly known as State-Aid vouchers) are due to DCJS by the following dates:

| <u>Calendar Quarter</u> | <u>Report Due</u> |
|-------------------------|-------------------|
| July 1 - September 30   | October 31        |
| October 1 - December 31 | January 31        |
| January 1 - March 31    | April 30          |
| April 1 - June 30       | July 31           |

**Federal Reporting:**

An Award made through this RFP may be completely or partially funded with federal funds. Any award funded with federal funding will also be subject to quarterly federal Performance Management Tool (PMT) reporting requirements. An applicant that receives awards funded with federal funds will receive additional information on due dates and instruction on how to access the PMT reporting system shortly after receiving notice of their award.

**VIII. ADMINISTRATION OF CONTRACTS**

DCJS will negotiate and develop a contract with the successful applicant. The grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may actually be disbursed. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

**Contract Approval**

All contracts may be subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

**Contract Term**

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of the State.

**Contract Activities**

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York.

**Contract Changes**

Contracts resulting from this solicitation may be executed, increased, terminated, renewed,

decreased, extended or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

### **Records**

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see “Standard Contract Provisions” below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

### **Liability**

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury or damages incurred during the performance of approved grant activities or caused by the use of equipment purchased with grant funds.

### **Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient.

### **Reports**

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Quarterly progress reports shall include a description of the grantee’s efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee’s activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

### **Performance Review**

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS and will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

### **Disposition of Allocations**

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

### **Revocation of Funds**

Funds awarded to an applicant who does not implement an approved project within 90 calendar

days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the DCJS or his or her designee.

### **Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance**

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at <https://ogs.ny.gov/Veterans/>.

Proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public-sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

Proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at [http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran\\_Owned\\_Business\\_Form.pdf](http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf) and attach the completed form, along with your proposal, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the proposal.

### **Standard Contract Provisions**

Any contracts negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

### **Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements**

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts supported with state funds.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see also <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

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

New York State businesses have a 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(s) resulting from this solicitation. 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(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to the their application in GMS. There are no points attributable to this component of the proposal.

### **Vendor Responsibility**

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website:

<https://www.osc.state.ny.us/vendrep/index.htm>.

### **Charities Registration**

Not-for-Profit entities must also insure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website:

<http://www.charitiesnys.com/home.jsp>.

### **Data Universal Numbering System (DUNS) Registration Requirements**

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov) to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <https://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

## **IX. SPECIFIC PROPOSAL SUBMISSION REQUIREMENTS**

### **A. Grants Management System (GMS)**

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Assistance with accessing and using GMS can be obtained by contacting the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787. **Applicants are encouraged to complete the GMS registration and the pre-qualification on the Grants Gateway, where applicable, early to avoid any concerns with these automated systems. Additionally, applicants are strongly encouraged to submit the actual response to this solicitation early to avoid any technical difficulties and to meet the required submission due date.**

The following information is specific to this Application, for general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

#### **Submitting a Proposal on GMS**

To submit a proposal on GMS, log on to the system and click "Project." Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office." Using the drop-down box, find and select "Crime Analysis Center Initiative" then select "Create Project." Your proposal will now be ready to complete.

#### **Completing the Proposal on GMS**

**Each proposal will consist of the following components that must be completed using GMS:**

- Participant name(s);
- Contact information for all participating agencies per application
- Program specific questions;
- Project budget;
- Program work plan (to be submitted in GMS as described in this solicitation); and
- Any file attachments specified in the RFP as having to be submitted in GMS.

When all the above requirements and GMS registration components are completed, click the “**Submit**” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Proposals must be completed in order for the GMS submission to be successful. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*”

**X. APPLICATION CHECKLIST**

- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Requirement*.
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix – *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as outlined in Section: *Administration of Contracts*.
- Answer all applicable Program Narrative Questions in *QUESTIONS* TAB in GMS and attach as a Microsoft Word document to GMS if indicated in this solicitation.
- Complete *BUDGET* TAB on GMS by entering the Operating Budget and justifications.



## Appendix

### Grants Gateway Prequalification Requirement – Not for Profit Applicants Only

#### **Grants Gateway Pre-Qualification**

Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to the application submission deadline in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.**

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the Grants Reform Website at <http://www.grantsreform.ny.gov/>.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at [grantsreform@budget.ny.gov](mailto:grantsreform@budget.ny.gov).

Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

## Appendix

### DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

**GMS Helpful Hints: Also, read the RFP for additional specific GMS directions.**

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines:

**Getting Started:** Sign on to GMS.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "Crime Analysis Centers" funding program," then select "Create Project."

This begins your proposal/application. You may work on the proposal/application, save and return to it at a later time, except as noted below. GMS will time out after 30 minutes of inactivity. It is important to save your work frequently. Each save re-sets the timer.

In the newly-created project complete the following modules which are listed across the top of the screen:

**General** - Complete the text screens and press save.

**Participants/Contacts** - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop-down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop-down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. In the event that the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the

application without a signatory attached.

**Budget - See RFP for additional specific instructions.**

**Work plan** - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation, or as instructed in the solicitation.

- Fill in the "Project Goal" text box and click "Save."
- Click "Create New Objective" and fill in the text box and click "Save."
- Click "Add Task to this Objective" and fill in the text box and click "Save."
- Click "Add Performance Measure to this Task" and fill in the text box and click "Save."

**Questions (where applicable and when the solicitation includes questions) -**

Answer all required program narrative and budget information questions.

**Hint: Answers should first be developed in Word. DCJS-GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.**

**Attachments** - To upload the required attachments for this solicitation, Click "Attachment," located on the left side navigation bar of the screen. Once in the "Attachment" module, click the 'new' button. You are now going to browse for your file -- click the 'browse' button next to the 'address bar' and find the document you want to attach to the project. (Please be aware that you have a character limit on the name of the document you can attach, so you may need to rename and re-upload.) Once you have selected your document and the file path is in the 'address bar', click the 'upload' button.

Once attached, you should see a message that states... "\_\_\_\_\_.pdf was successfully uploaded". You can browse for any additional documents you need to attach or click the 'Go back to list' to see all the documents you have attached.

*IF you get a red message that says it 'failed', that means that your document name was too long or you attempted to upload a file type that the system does not accept. If the name was too long, you need to re-save the document with a shorter name, browse for the new file and re-upload. If the document is in the wrong file type, convert to an acceptable file type, browse for the file and re-upload.*

**Appendix**

**BUDGET DETAIL WORKSHEET AND BUDGET NARRATIVE GUIDE - FOR USE AS A GUIDE.**

**Note:** Allowable costs include funding to cover the cost of employment at the Crime Analysis Center, certain fringe benefit expenditures, essential administrative costs, overtime, miscellaneous, travel and training, and annual membership dues for the International Association of Crime Analysts. **Funding requests for equipment, supplies, or any other budget category, will NOT be considered through this RFP.**

|  |                  |                             |  |            |
|--|------------------|-----------------------------|--|------------|
| <b>PERSONAL SERVICES</b> – List each position by title and name of employee, if available. Show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.  |                  |                             |  |            |
| Name   | Position         | Salary                      | Computation (Annual Salary, % of FTE Time) | Cost       |
|  |                  |                             |  |            |
| <i>Personal Narrative:</i> Describe responsibilities and duties of each position in implementing and operating the grant program.  |                  |                             |  |            |
| <b>FRINGE BENEFITS</b> - Should be based on actual known costs or approved negotiated rate of the agency. Fringe benefits are for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project.  |                  |                             |  |            |
| Approved Rate or Description of Actual Costs   |                  | Computation (Salary x Rate) |  | Cost       |
|  |                  |                             |  |            |
| <i>Fringe Benefits Narrative:</i> Describe computation of fringe benefits to be charged to the project.  |                  |                             |  |            |
| <b>TRAVEL AND SUSTENANCE</b> – Itemize project related expenses required of staff by purpose (e.g. training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to, and granted approval by DCJS. Show all travel expense computations (# of people x cost of travel, daily lodging cost x number of rooms x number of nights, per diem meals x number of travelers). Identify location. |                  |                             |  |            |
| Description  | Number of People | Cost of Travel per diem     | Number of Travel Days                      | Total Cost |
|  |                  |                             |  |            |
| <i>Travel and Sustenance Narrative:</i> Describe location of travel, purpose of travel, mode of transportation and cost. Also, indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must be itemized and must not exceed published NYS per diem rates.   |                  |                             |  |            |
| <b>ALL OTHER COSTS</b>   |                  |                             |  |            |
| Description  |                  |                             |  |            |
| <b>MISCELLANEOUS</b>   |                  |                             |  |            |
| <b>ADMINISTRATION/INDIRECT COSTS</b> – Combined funding for administrative and/or indirect costs is capped at a rate of 15 percent. Note: Indirect costs are not an allowable expense for governmental agencies.   |                  |                             |  |            |
|  |                  |                             |  |            |
| <i>Justification:</i> Indicate indirect cost rate and amount. Indirect costs may be limited by the RFA or RFP and are not allowed for units of local government. Additionally, list items included, but not limited to, in the aggregate cost of other miscellaneous expenses, approximate costs, and how these items are necessary for the success of the project.  |                  |                             |  |            |

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| BUDGET CATEGORY               | AMOUNT |
|-------------------------------|--------|
| Personal Services             | \$     |
| Fringe Benefit                | \$     |
| Travel and Sustenance         | \$     |
| All Other Expenses            | \$     |
| Miscellaneous                 | \$     |
| Administration/Indirect Costs | \$     |
| <b>TOTAL OPERATING BUDGET</b> | \$     |

|                                |
|--------------------------------|
| <b>Grant Amount Requested:</b> |
| \$                             |



## Appendix: Standard Job Descriptions

### Standard Job Description of Currently Funded Crime Analysts:

- Works on-site at Erie Crime Analysis Center;
- Addresses emergent public safety threats in relation to ECAC activities in NYS;
- Performs a variety of research and analytical tasks;
- Collects, compiles, validates, interprets, and analyses data and trends using standard practices and techniques of crime and/or law enforcement intelligence analysis;
- May perform statistical, spatial, and/or qualitative analyses as needed, making use of standard software packages;
- Works on assignments that are moderately complex under direct or indirect supervision, where there is latitude for independent action and decision-making; and
- Prepares and delivers reports and presentations of analytic results.

### Standard Job Description of Currently Funded Lead Crime Analysts:

- Supervising, directing, assigning tasks and evaluating performance of crime analysts who may be assigned to report to the Lead Analyst, when applicable. Identifying, organizing and completing projects that enhance overall Center operations, efficiencies and services;
- Coordinating and addressing routine information technology-related service issues and working with support vendors to derive solutions and operational improvements to the ECAC;
- Reviewing crime analysts' and CAC operations to identify processes where efficiency can be improved;
- Assisting and coordinating analysts in development of crime analysis products, bulletins, and pattern analysis;
- Independently performing a variety of research and analytical tasks;
- Collecting, compiling, validating, interpreting and analyzing data and trends using standard practices and techniques of crime and/or law enforcement intelligence analysis;

- Performing statistical, spatial, and/or qualitative analyses, making use of standard software packages;
- Preparing and delivering reports and presentations of analytic results; and
- Conducting routine audits to ensure accuracy and confidentiality.

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*End of RFP*