



**Division of Criminal
Justice Services**

REQUEST FOR APPLICATIONS (RFA)

**LAW ENFORCEMENT TRAINING INSTRUCTORS/CONSULTANTS
RFA #OPS LET Instructors/Consultants - 2019**

February 22, 2019

NYS Division of Criminal Justice Services
Alfred E. Smith State Office Building
80 South Swan Street

Albany, New York 12210

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I. GENERAL INFORMATION FOR PROSPECTIVE CONTRACTORS

A. Subject

The Division of Criminal Justice Services (Division or DCJS) is seeking a pool of qualified instructors/consultants to teach various law enforcement related training courses. The Division intends to develop a list of potential instructors/consultants with whom it can contract with in the future to provide law enforcement related training.

B. Purpose

The purpose of this Request for Applications (RFA) is to provide interested *new* applicants, not currently on DCJS' list of approved instructors/consultants, with sufficient information enabling them to prepare applications for consideration by the Division to satisfy its need for training instructors/consultants. Sub-contracting is not acceptable.

C. DCJS Contact Information/Submissions and Inquiries

Proposals must be submitted to DCJS' Office of Public Safety address below to be considered as an eligible applicant. All other applications will be rejected.

Todd Murray, Supervisor of Public Safety Programs
New York State Division of Criminal Justice Services
Alfred E. Smith State Office Building, 3rd Floor
80 South Swan Street
Albany, New York 12210

All inquiries concerning this RFA must be directed via email to Todd Murray at todd.murray@dcjs.ny.gov

D. Application Content and Submission

1. Interested Applicants must submit:
 - a. the attached application form completed in its entirety with a current, dated resume attached; and
 - b. documentation of law enforcement training experience (see section III.A.2. below).
 - c. Attachment A, indicating whether he/she will be using New York State businesses for commodities, services, or technology in carrying out the performance of their contract (i.e. travel arrangements, document production, copying, or other training material).

E. Acceptance Period

1. An applicant shall remain on the list of potential instructors/consultants until March 31, 2023 and will be taken off the list only upon written request of the Applicant. In addition, the Division will continue to accept applications during the life of the list. The Division will review all newly submitted applications for responsiveness to the RFA and completeness. All new applicants who are found by the Division to have submitted acceptable applications will have their names added to the list of potential training instructors/consultants and will be eligible for selection in accordance with this RFA.

F. Notification

The Division will notify all applicants electronically whether or not they have been placed on the list of potential instructors/consultants.

II. Background and Program Information

A. Office of Public Safety

The NYS Division of Criminal Justice Services is an agency within the Executive Department. Its functions, powers, and duties are described in Executive Law Article 35. There are several offices within the Division, including the Office of Public Safety (the "Office"). A major function of the Office is developing and providing law enforcement training to local municipalities, their police forces, and other public and private organizations in support of criminal justice programs.

Criminal justice training and education is a continually developing field. New measures must be constantly implemented to address emerging fields and trends. The Office of Public Safety assists local agencies in training, informational services and technical support. Assistance may consist of formal training programs offered by the Office at a locality on an ongoing basis, or in curriculum development to be used by local trainers.

When the Office desires to conduct training and informational programs for localities, it sometimes requires the use of training personnel. Requirements for local training personnel are more fully described in the New York State Compilation of Codes, Rules and Regulations, Title 9, Parts 6023, 6024, 6025, and 6029. In general, depending upon the course material to be provided, the instructor must be either a certified trainer/instructor, or be found by the Office to possess an acceptable combination of education, training, and experience in the topic to be trained.

B. Training Courses

The Division currently offers specialized and non-specialized courses for law enforcement personnel including, but not limited, to:

- accreditation
- breath analysis operator
- commercial vehicle enforcement
- conducted energy devices
- counter-terrorism
- court security
- crash management series
- crime analysis
- crime mapping
- crime scene handling
- crime scene photography
- criminal investigations
- death investigations
- DWI detection and standardized field sobriety testing
- defensive tactics
- gun violence reduction
- SNUG outreach programs
- drug abuse
- electronic measuring/forensic mapping
- evidence
- firearms
- forensic science
- gangs
- graphics
- fraudulent documents
- investigations
- interviews and/or interrogations
- leadership/management skills
- legal issues
- officer safety
- physical fitness
- reality-based training
- school resource officer skills
- use of chemical agents
- use of force

C. Training Instructor/Consultant Responsibilities

The primary responsibilities of a training instructor/consultant generally include researching a topic at the request of the Office, developing a curriculum consistent with Division approved course objectives for delivery by the instructor/consultant, and developing a curriculum outline for the Office to keep as part of its record keeping. In addition, the Office may require an instructor/consultant to prepare full lesson plans, instructor guides, audio-visual aides for instructors, student handouts, and examination materials.

III. Qualifications and Selection

A. Evaluation of Application

1. Instructors/consultants will have spent a significant portion of their career as a sworn police officer, peace officer, law enforcement officer of another jurisdiction or federal agency, private law enforcement officer, or in the academic fields that support the mission of the Division. Past training experience in a particular area may also be qualifying.

2. Applicants must document experience training a law enforcement audience. This can be done by one of the following two methods:

a. A valid certificate issued by the Municipal Police Training Council documenting the person as an instructor.

OR

b. A letter, written on official agency letterhead, signed by the chief executive officer or academy director or executive level training officer of the agency, academic institution, or current employer stating that the individual has provided direct training, instruction, and/or research for the individual's employers as well as a description of the aforementioned content provided. The letter must include the name and phone number of an employer who can verify the information.

3. The Division will review all submitted applications for responsiveness to the RFA for completeness. All applicants who are found by the Division to have submitted responsive applications will have their names placed on a list of potential training instructors/consultants. When a need arises for an instructor/consultant for a particular course or subject, the Division will canvas the list and select an instructor/consultant from among those individuals who remain interested and available in teaching the course or subject. Such selection will be based on the individual's law enforcement experience, training experience in the course or subject, a telephonic interview, and/or references.

It is not known yet how many assignments will be available. **THERE IS NO GUARANTEE THAT THOSE WHO SUBMIT APPLICATIONS WILL BE SELECTED.**

B. Assignments and Compensation

1. Instructors/consultants selected to provide training will be asked to sign a Letter of Agreement with the Division prior to providing services. The Letter of Agreement will list the instructor/consultant's responsibilities and will address other necessary legal and financial matters.
2. The Division may assign more than one instructor/consultant to teach a particular course, may assign an instructor/consultant to teach more than one course, and/or may assign a team of instructor/consultants to teach a course.
3. Instructors/Consultants will be compensated at a rate not to exceed \$500.00 per day of instruction (unless otherwise pre-approved by the Division) or the federal rate then in effect at the sole option of the Division. The Division does not provide compensation for time spent in travel, although the Division may reimburse for travel, meal, and lodging expenses in accordance with the State travel rates allowed by the Office of the State Comptroller. Any such reimbursement must be pre-approved by the Division.
4. An applicant must respond to an offer from the Division to provide services within five (5) business days. An applicant who responds and is not available to provide services when contacted by the Division will not be removed from the list of potential training instructors/consultants. However, an applicant who fails to respond may be removed from future consideration.

LAW ENFORCEMENT INSTRUCTOR/CONSULTANT APPLICATION
(Please type or print legibly)

Name _____

Social Security # _____

Address _____

Phone Number () _____

E-mail address _____

Please summarize your employment history (attach additional sheets if necessary):

Dates	Employer & Address	Rank or Title & Duties

Please summarize your teaching/training experience (attach additional sheets if necessary).

Dates	Institution/Academy	Courses/Subjects

Please indicate highest educational degree obtained.

Degree	Institution	Date Awarded

Please circle all courses/subjects you are qualified to teach and wish to be considered for. You may add courses/subjects in the future by notifying the Division.

- accreditation
- breath analysis operator
- commercial vehicle enforcement
- conducted energy devices
- counter-terrorism
- court security
- crash management series
- crime analysis
- crime mapping
- crime scene handling
- crime scene photography
- criminal investigations
- death investigations
- DWI detection and standardized field sobriety testing
- defensive tactics
- gun violence reduction
- SNUG outreach programs
- drug abuse
- electronic measuring/forensic mapping
- evidence
- firearms
- forensic science
- gangs
- graphics
- fraudulent documents
- investigations
- interviews and/or interrogations
- leadership/management skills
- legal issues
- officer safety
- physical fitness
- reality-based training
- school resource officer skills
- use of chemical agents
- use of force

Please list other courses/subjects not listed above that you are qualified to teach.

Please list three references from individuals familiar with the applicant's training experience and qualifications.

Name	Address	Phone Number

Attach a copy of your current, updated **RESUME** with this application.

I understand that a person is guilty of Offering a False Instrument for Filing in the first degree when, knowing that a written instrument contains a false statement or false information, and with intent to defraud the state, he/she offers or presents it to a public office, public servant, public authority or public benefit corporation with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office, public servant, public authority or public benefit corporation.

Signature _____

Date _____

RFA ATTACHMENT A

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, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/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, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that

they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under the contract, thereby fully benefiting the public-sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers. Bidders/proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this contract? Yes No

If yes, identify New York State businesses that will be used and attach identifying information.