



# Request for Proposal (RFP)

City of Olympia | Capital of Washington State

## Police Civilian Oversight Recommendation Consultation Services

### PURPOSE

The purpose of this request for proposal (RFP) is for the City of Olympia (City) to solicit proposals from qualified respondents to develop a recommendation for civilian oversight of the Olympia Police Department; and to facilitate a stakeholder engagement process to solicit input that will both shape and support the recommendation. The consultant will develop model(s) for the City Council's appointed 11-member Social Justice and Equity Commission's consideration and will facilitate a stakeholder engagement process to ensure support for the recommended model.

Response to this RFP does not commit the City to pay any costs incurred in the preparation of the response, or any other activities related to this response. All responses and accompanying documentation become the property of the City and will not be returned. This RFP does not obligate the City to contract for services or products specified herein. The City reserves the right to revise the RFP and/or to issue addenda to the RFP.

The deadline for submission of proposal is **4:00 p.m., Pacific Time (PT), Friday, December 30, 2022.**

Proposals shall be submitted to the City by email to the RFP Coordinator at [dcarvalh@ci.olympia.wa.us](mailto:dcarvalh@ci.olympia.wa.us). The proposal must be in Word or PDF format.

No faxed or mailed submittals will be accepted.

### BACKGROUND

#### **Olympia Police Department**

The Olympia Police Department provides professional, innovative, and progressive criminal justice services to the Olympia community. OPD is comprised of two divisions – Operations and Administrative Services. The Office of the Chief oversees the entire department and is responsible for the Department's Professional Standards Program. The Department also runs the Olympia City Jail, a 28-bed facility, and administers contracts with the Lewis County and Yakima County Jails for additional bed space. A Crisis Response Unit (CRU) program and Familiar Faces program were created within the last three years. The CRU delivers non-enforcement response to individuals experiencing crisis while the Familiar Faces program provides peer navigators to work with the community's highest users of services to seek out non-enforcement solutions.

OPD employs 110 individuals which is made up of 76 Commissioned personnel, 13 Corrections Officers, and 21 civilians. In 2021, OPD responded to 49,012 calls for service and made 2,224 arrests and reported they used force during 59 incidents, which was 2.6% of all arrests.

### **Police Auditor**

On September 20, 2002 City Council approved Ordinance No. 6220 which added a new Chapter (2.38) to the Olympia Municipal Code – Police Auditor. The stated purpose of the Police Auditor is to “provide an independent review and audit of investigations of complaints about the Police Department and/or its employees” to increase public trust and confidence in the professional accountability systems of the Police Department.

The City Council retained their first Police Auditor, in compliance with the Ordinance, on January 28, 2003. A Police Auditor was in place every year until 2009. Due to the great recession, the funding was cut starting in 2010. During the 2020 budget process, Council appropriated funding to reinstate the Police Auditor and on August 1, 2020 the Council directed staff to launch the hiring process under the existing Ordinance No. 6220. The City has contracted for Police Auditor services since November 2020 and their duties, responsibilities and reports can be found on the City’s [Police Auditor](#) website page.

### **Reimagining Public Safety**

In February 2021, the Olympia City Council approved a community-led process to reimagine public safety for the City, with a goal of producing a public safety system that fosters trust and works for everyone.

The process is being led a Community Work Group made up of nine community members who represent a cross-section of Olympia’s demographics, expertise, and experiences. The Work Group’s main role is to host an inclusive public engagement process to seek input on reimagining public safety. The Work Group has a survey, seven listening and learning sessions, nine focus groups.

The Community Work Groups recommendations, which include guiding principles, goals, strategies, and actions, will be presented to the full City Council in early December.

### **Social Justice and Equity Commission**

In response to social justice demonstrations in the wake of George Floyd’s murder, the City of Olympia (City) General Government Committee issued a referral to City staff in the fall of 2020 to use a community-led process to establish a commission to address social justice, human rights, and equity issues. A Founding Members Work Group was formed to seek community feedback and to research the scope, make-up, and of a new Commission. They recommended to the City Council to establish an 11-member Commission whose focus would be to respond to discrimination, serve as advisors to City Council and staff, and provide outreach and education.

The City’s new 11-member [Social Justice and Equity Commission](#) was established in November 2021 and fully seated in April 2022. As part of their first-year work plan, approved by the City Council, they are tasked with researching and recommending to council a preferred model for civilian oversight of the Olympia

Police Department. While models are being researched and recommendation being developed, the Commission is learning the City’s current auditor oversight model; complaint process; roles and responsibilities of the Council’s Police Auditor; and reviewing the Auditor’s reports, findings, recommendations and asking questions before the Police Auditor reports to the City Council.

**SCHEDULE**

The following schedule is to inform respondents of the estimated timetable of the RFP response preparation and evaluation. Please note the following dates when preparing your response to the RFP. The City reserves the right to modify this schedule at its discretion; timelines will never shorten.

SCHEDULE DATES	DATE
Advertisement of RFP	Tuesday, November 29, 2022
Due Date for Questions	Friday, December 16, 2022 @ 4:00pm PT
<b>Due Date for RFP</b>	<b>Friday, December 30, 2022 @ 4:00pm PT</b>
Evaluation Period	Week of January 2, 2023
Finalists(s) interviewed	Week of January 16, 2023

**OBJECTIVES**

The purpose of this work is to establish a model of Civilian Oversight of Law Enforcement that meets the needs of the Olympia Community. The recommended model should result in the following outcomes:

- A complaint process that is accessible to all and that few, if any, barriers exist to filing a complaint
- Investigations are fair, thorough, objectives, and without bias
- Confidence and trust in the Olympia Police Department
- Transparency and accountability
- Improved policies, practices, and training through the analysis of patterns and data
- Improve public’s understanding of police policy, training, and practices

**PRELIMINARY SCOPE OF WORK**

Note: This preliminary scope of work is presented as a reference. The selected firm will work with the City to develop the final scope of work.

**Phase 1: Design and Implement a Stakeholder Engagement Process**

The objective of this phase is to develop a community-based process to solicit input about policing experiences and educate the community about options for police oversight.

The consultant, in collaboration with City Staff and the Social Justice and Equity Commission, will design and implement a Stakeholder Engagement Process. Stakeholders may include community groups most impacted by policing, under-represented community members, City Council, Olympia Police Department leadership and officers, and other organizations.

From this work, the consultants will obtain information on expectations for an oversight model, educate the community on police oversight options, and develop guiding principles/values that will be used to develop a recommendation.

### **Phase 2: Review of Current Oversight Model**

The consultant will complete a comprehensive review of the City of Olympia's current Police Oversight model. The purpose of this evaluation is to assess the current practice in comparison to best practices, as well as to create a benchmark to compare other models against.

### **Phase 3: Research and Evaluate Models for Consideration**

The consultant will research civilian oversight models in operation nationally with an emphasis on municipalities of similar population and number of commissioned officers in Olympia. The evaluation should also highlight how oversight models address use of force complaints, policies, and procedures related to racial minorities, people experiencing a mental health crisis, and people with disabilities.

The research should include model type; appointing authority; powers & duties; staffing; reporting requirements; community oversight structure, composition, and authority. All options must consider Olympia's form of government, classification, and legal authority.

### **Phase 4: Presentation of Findings, Recommendation, and Deliverables**

The consultant will prepare a report and present their findings to City Staff, Council, and the Social Justice and Equity Commission. The consultant will work with City Staff to facilitate a discussion(s) with the Commission to develop a recommendation for the City Council's consideration.

The recommendation will outline the following:

- Purpose of Police Oversight
- Composition and authority of an oversight commission/committee
- Powers & Duties
- Analysis of how the recommendation effectively addresses use of force complaints, policies, and procedures related to racial minorities, people experiencing a mental health crisis, and people with disabilities.
- Training of volunteers and staff
- Staffing & Resource requirements
- Proposed timeline for implementation

The consultant will deliver a final written report and PowerPoint slide deck which can be used at future meetings and shared with the public.

### **CONTRACT AND COMPENSATION**

The City will select one (1) consultant for this contract. The selected consultant will be required to enter into a professional services agreement with the City until August 30, 2023. The City has estimated a range of \$50,000 to \$75,000 to complete this body of work. The contract may be renewed for additional time providing the contract has not exceeded the not-to-exceed contract amount.

The City of Olympia's Professional Service Agreement (PSA) will be the contract document for these services. A sample of the PSA is available for review on the [City's website](#). All consultants are advised that when applicable, the Equal Benefits Compliance Declaration Form will be used on this project. These contracts are subject to certification of equal benefits provided to all employees.

### **SUBMISSION REQUIREMENTS**

The deadline for submission of proposal is **4:00 p.m., Pacific Time (PT), Friday, December 30, 2022.**

Proposals shall be submitted to the City by email to the RFP Coordinator at [dcarvalh@ci.olympia.wa.us](mailto:dcarvalh@ci.olympia.wa.us). The proposal must be in Word or PDF format.

No faxed or mailed submittals will be accepted.

For questions about this RFP, please contact the RFP Coordinator via email at [dcarvalh@ci.olympia.wa.us](mailto:dcarvalh@ci.olympia.wa.us). Questions via telephone will not be accepted. All questions to this proposal must be received by **4:00 p.m., Pacific Time (PT), Friday, December 16, 2022.** Questions received after this date may not be answered.

### **INSTRUCTION TO PROPOSERS**

Proposals shall be limited to a total of **20 pages** (i.e. 10 double sided pages if printed) excluding Cover Letter *and Equal Benefits Compliance Declaration (Exhibit A)*.

The proposal must be in Word or PDF format.

### **PROVIDE THE FOLLOWING INFORMATION IN THE SEQUENCE LISTED BELOW:**

1. Cover Letter. The Cover Letter shall be addressed to:  
Debbie Sullivan  
Assistant City Manager  
And at a minimum, contain the following:

- A letter of interest signed by the firm’s principal with a statement of availability to complete the work and information about the company’s experience and capabilities.
  - Name, title, address, telephone number, and email address of contact person during period of proposal evaluation.
  - Signature and title of a person authorized to bind Proposer to the terms of this proposal.
2. Experience in performing work of a similar nature.
  3. Demonstrated competence in the services to be provided.
  4. Identify sub-consultant(s) by firm name, address, and telephone number. Describe any past collaboration, including the responsibility of each team member, and the project outcome.
  5. Provide organizational chart and identify key members of the team, including sub-consultants, who would be assigned to the services.
  6. List relevant projects, currently in process or performed in the past 3 - 5 years, containing similar projects to this RFP.
  7. For each project listed, include a brief description, date services were performed, scope of work, estimated project cost, and the name, address, and telephone number of the current and/or previous clients contact.
  8. Cost proposal for completion of Scope of Services by August 2023.
  9. Include confirmation of compliance with the City of Olympia Equal Benefits ordinance (see Equal Benefits Compliance Declaration attached as Exhibit A to this RFP).

**SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

Quality and methodology of the proposed approach and timeline for this project	30 points
Qualifications, knowledge, and expertise of key staff identified	25 points
Previous project experience on similar projects	25 points
Response of references from past clients	10 points
Cost Proposal	10 points
<b>Total possible score</b>	<b>100 points</b>

Each proposal will be evaluated based on the Consultant’s responses to the requirements of this RFP. CITY’s Evaluation Committee will perform technical evaluations, rank submittals, and make selection recommendations based on consensus. All Consultants submitting a RFP will be notified of the CITY’s final selection decisions.

## **TERMS AND CONDITIONS**

1. Respondents assume the risk of any delay in email. Any RFP received after the designated time will not be considered.
2. Any errors discovered after RFP submission deadline must remain and cannot be adjusted.
3. It is the sole responsibility of the respondent to assure that they have received the most current RFP and addenda.
4. It shall be the responsibility of each respondent to call to the attention of the City any apparent discrepancy in the RFP or any question of interpretation. Failure to do so constitutes acceptance as written.
5. The proposal, as presented, must remain valid for a period of ninety (90) days from proposal due date.
6. The City of Olympia reserves the right to reject all proposals or to request and obtain, from one or more of the respondents, supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria contained herein.
7. The City reserves the right to revise or amend the RFP prior to the proposal due date by written addenda.
8. The respondent, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.
9. The successful respondent will be asked to sign a Contract with the City; the City will not sign any company's service agreement, contract or any other form of agreement. The City does reserve the right to extract certain language from a company's agreement and incorporate it into the City contract, if agreeable to both parties.
10. The City reserves the right to negotiate with the selected respondent the exact terms and conditions of the contract or agreement.
11. The contract resulting from acceptance of a submittal by the City shall be in a form supplied by the City and shall reflect the specifications in this RFP.
12. The insurance certificate required, as detailed herein, shall be submitted upon notification of award.
13. All RFP documents are public record and subject to public disclosure.
14. The successful applicant must comply with all Federal, State, and City of Olympia statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.
15. The City shall not be responsible for any costs incurred by any respondent in preparing, submitting, or presenting its response to the RFP.
16. Washington State Law and Venue: Any resulting contracts, (if any) shall be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contracts shall be brought in Thurston County, Washington.
17. All respondents shall obtain and shall produce, upon request, a license to do business in the City of Olympia prior to executing their contract with the City.

**END OF RFP**

**EXHIBIT A**

**EQUAL BENEFITS COMPLIANCE DECLARATION**

**Contractors on City contracts estimated to cost \$50,000 or more** shall comply with the City of Olympia Municipal Code, Chapter 3.18. This provision requires that if contractors provide benefits, they do so without discrimination based on age, sex, race, creed, color, sexual orientation, national origin, or the presence of any physical, mental or sensory disability, or because of any other status protected from discrimination by law. Contractors must have policies in place prohibiting such discrimination, prior to contracting with the City.

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I hereby declare that the Contractor listed below complies with the City of Olympia Equal Benefits Ordinance, that the information provided on this form is true and correct, and that I am legally authorized to bind the Contractor.

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title