

**The City of Union City  
Request for Proposals  
Retention of Consulting Services to Assist in Securing State  
Association of Chiefs of Police Accreditation**

Notice is hereby given that sealed qualifications for professional services, not subject to bidding pursuant to N.J.S.A. 40A:11-5 will be received by the City of Union City at the Municipal Building 3715 Palisade Avenue, Union City, New Jersey 07087 on **Tuesday, November 24, 2015 at 10:00 A.M.** prevailing time at which time the responses will be publicly opened and the name of the responder shall be read aloud.

The City of Union City seeks proposals from qualified consultants to assist the Union City Police Department in obtaining accreditation from the New Jersey State Association of Chiefs of Police. The consultant's services will include a complete rewrite/revision of the existing Union City Police Department's standard operating procedures (SOPs), policies, procedures, rules and regulations to ensure compliance with CALEA's national recognition standards and oversight of the process necessary to assemble proofs of compliance, compilation and management of files and on-site assessments.

Professionals must satisfy the following minimum requirements.

- 1) Be staffed by experienced and credentialed law enforcement professionals who in total have an established and verifiable record of success in helping at least 10 New Jersey law enforcement agencies obtain accreditation or recognition from the Commission on Accreditation for Law Enforcement Agencies, Inc. ("CALEA") and/or accreditation from the New Jersey State Association of Chiefs of Police ("NJSACOP");
- 2) Be staffed by experienced and credentialed accreditation assessors (both CALEA and NJSACOP) who at minimum have an established and verifiable record of performing official on-site assessments for at least 10 New Jersey law enforcement agencies;
- 3) Be staffed by at least one member who has served as an Accreditation Manager for a CALEA Nationally Accredited agency;
- 4) Be staffed by at least one member who has served successfully as a CALEA Team Leader or NJSACOP Team Leader during an on-site assessment of a law enforcement agency;
- 5) Be able to work with other law enforcement professionals;
- 6) Be able to work under pressure and meet short deadlines; and
- 7) Be able to start immediately.

Professionals must provide:

- 1) Resume;
- 2) References;
- 3) Project cost;
- 4) Availability; and
- 5) Sample work product

Individuals and/or firms are to submit two (2) copies of their responses to: Mike Robinson, Union City Purchasing Agent, 3715 Palisade Avenue, Union City, New Jersey 07087. Questions concerning this notice may be directed to Mike Robinson at 201-348-5620.