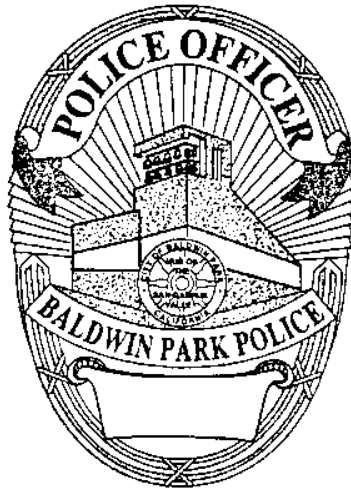


City of Baldwin Park



REQUEST FOR PROPOSAL

FOR

**Law Enforcement Records Inventory,
Retention and Purging Services
Project**

PROPOSALS DUE

Monday, April 18, 2022, by 5:00pm

City of Baldwin Park

Police Department

14403 E. Pacific Avenue

Baldwin Park, CA 91706

To: Police Records Purging companies

BACKGROUND

The City of Baldwin Park Police Department is seeking to retain the services of a consultant that provides Law Enforcement Records inventory, retention and purging services for the Police Records Purging Project.

SCOPE OF WORK

The City of Baldwin Park requires the services of a consultant to conduct a records inventory and purging of records which have met retention periods based on the latest city retention schedule for police records and disposition for the aforementioned project under Section I.

- 1) The consultant will conduct an assessment including inventorying agency records and identifying those which, per city-adopted retention requirements, should be purged to confirm compliance with California legal mandates, reduce agency liability and provide for the efficient management of agency records going forward. The proposal shall identify tasks to be included as part of the project. At a minimum, these tasks shall include:
 - a) Meet with the City staff prior to the beginning of work to discuss background, scope, objectives, and other pertinent details of the project. The consultant shall attend periodic meetings with the City Staff at various stages of the project as needed.
 - b) Develop a “plan” by conducting an initial assessment of the department’s current records management processes (indexing/ filing/boxing) this includes reviewing all files, sorting and researching dispositions and provide a report of the findings to the city.
 - c) Pull physical files eligible for purging, record the volume of records to be destroyed, complete the required disposition forms, allowing the Department to easily access and destroy the appropriate records.
 - d) Coordinate one time purge of police records that were identified as eligible for purging from 2009 to present and identify other records approaching the eligibility date. The department will arrange for the shredding of any records after the initial purge of police records.
 - e) Develop a new / updated agency record retention, schedules in collaboration with agency. Review and update proposed departmental records policy for consideration.

- I. All actions taken in accordance with CA requirements

PROPOSAL FORMAT AND CONTENT

Work Proposals shall be concise, well-organized and demonstrate the consultant's qualifications and experience relating to the proposed project. The Cost Proposal shall reflect all costs associated with the proposed project. At minimum, proposals shall include the following information:

A. The Work Proposal (1 electronic PDF copy)

The work proposal should include, as a minimum, the following information, presented in a clear and concise manner:

- i. Work Plan
A statement of your understanding of the project and a detailed description of your approach to implement all the tasks under "Scope of services."
- ii. Cover Letter
A cover letter identifying the Consultant's name and proposed subcontractors or sub consultants that are integral to the proposed team, contact name, phone number and e-mail address, and signed by an officer of the Consultant that is authorized to enter a contract with the City.
- iii. Project Team
An organization chart indicating principals and key project team members together with an indication of their involvement in the project. Also provide resumes of the key personnel involved with this project including personnel from sub-Consultants.
- iv. Firm's Experience
List a maximum of three (3) projects of similar size and scope that your company has performed such as purging records services for other Law Enforcement agencies. For each project, provide the following information: year of project, project manager name and contact information.
- v. Project Services
Discuss the methods and procedures that will be used in this project. Also identify any potential concerns or problems you may encounter while inventorying and purging.
- vi. Project Scheduling
Provide a schedule identifying milestones for the major tasks in the project. The city is seeking a quick time frame for completion of the project. It is intended that the project be fully completed by **September 30, 2022**.
- vii. Resource Requirements

Provide a fee estimate for the proposed scope of work. Please state all assumptions upon which the estimates are based. The fee proposal shall be submitted in electronic format.

viii. Insurance

Proof of insurance requirements addressed in the professional services agreement of this Request for Proposal shall be submitted by the selected Consultant upon execution of the original contract for submittal to the City Council.

All proposers shall submit a "Statement Certifying Insurance Coverage" certifying that the required insurance coverage will be obtained by the Consultant, and that the Consultant understands said coverage is prerequisite for entering into an agreement with the City. The Consultant is required to confirm with its insurance carrier that it can meet all the requirements for insurance. Failure to meet the insurance regulations as set forth shall result in the Consultant's disqualification.

viii. References

List of three (3) references for similar projects must be provided. Include contact person, address, and telephone number.

ix. Agreement

Exhibit "A" is a copy of the City's professional services agreement. A copy shall be completed and signed as part of the proposal package. Completion of this agreement will be your statement that all terms and conditions are acceptable. This completed agreement made part of the proposal is by no means to be interpreted as acceptance by the city or notice to proceed.

x. Objections to Professional Services Agreement

Objections shall be submitted in writing with justification clearly stated. Any consultant with objections to terms contained in the City's Professional Services Agreement (Attachment A) must advise the City of such objections and requested modifications as part of its Work Proposal. Failure of a proposer to accept the terms of the City's Professional Services Agreement may result in the rejection of the proposal. It shall be the responsibility of the prospective consultant to review all sections and exhibits of the Professional Services Agreement, including insurance requirements. If no objections are received, the City will assume the proposer is able to and will enter into the Professional Services Agreement and fulfill the terms and requirements set therein. The city may recover any damages accruing to the City as a result of the successful consultant's failure or refusal to execute the City's professional Services Agreement.

B. The Cost Proposal (1 electronic PDF copy)

The Cost Proposal should include a comprehensive summation of fees for the services: The Cost Proposal shall include the total cost per task including the following details.

- a) Develop a “plan” by conducting an initial assessment of the department’s current records management processes (indexing/ filing/boxing) this includes reviewing all files, sorting, and researching dispositions and provide a report of the findings to the city.
- b) Pull physical files eligible for purging, record the volume of records to be destroyed, complete the required disposition forms, allowing the Department to easily access and destroy the appropriate records.
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- d) Develop a new / updated agency record retention, schedules in collaboration with agency. Review and update proposed departmental records policy for consideration.

Procedures

1. Inquiries and addenda

For inquiries regarding this RFP, please contact Joan Gasca, via electronic mail only at Jgasca@baldwinpark.com. Proposers must e-mail inquiries no later than **5:00 p.m. on April 13, 2022**. Inquiries received after that date and time will not be answered.

The City will issue any revisions to this RFP as addenda. The City will distribute addenda to all potential proposers and post addenda on the City’s website. Proposers are responsible for receipt of all addenda. Therefore, each proposer should contact the City to verify that he or she has received all addenda issued, if any. The City’s issuance of a written addendum is the only official method whereby the city will interpret, clarify, or provide additional information concerning this RFP. No oral revisions to any provision in this RFP shall be binding.

2. Anticipated Schedule

Milestone	Date
RFP Issued	Monday, April 4, 2022
Deadline for Inquiries	Wednesday, April 13, 2022, by 5:00pm
Deadline for Proposals	Monday, April 18, 2022, by 5:00pm

Interviews	TBD if required
Award	Wednesday, May 4, 2022
Notice to Proceed (tentative)	Thursday, May 5, 2022

SUBMITTAL OF PROPOSAL

Consultants interested in responding to this Request for Proposal shall submit a proposal by **5:00 p.m.** on **April 18, 2022**. The proposal shall be organized as described in the “Proposal Contents” and sent via email to:

Joan Gasca, Records Supervisor
jgasca@baldwinpark.com

RIGHT TO REJECT ALL PROPOSALS

The City reserves the right to reduce or revise elements of the scope of work prior to the award of any Contract. Furthermore, the City reserves the right to reject any or all proposals submitted; and no representation is made hereby that any Contract will be awarded pursuant to this Request for Proposal, or otherwise. All costs incurred in the preparation of the proposal, in the submission of additional information and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the proposer.

The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind which may be incurred by a proposer. All proposals submitted to the City in response to this Request for Proposal shall become the property of the City.

QUESTIONS

For any questions regarding this Request for Proposal, please contact Joan Gasca jgasca@baldwinpark.com or 626-813-5230 Monday -Thursday 7:30 a.m. to 6:00 p.m.

Enclosures: Exhibit “B” - Consulting Services Agreement