



CITY OF
URBANA

**Request for Proposals: De-Escalation Training
for the Police and the Community**

(Solicitation #2122-46)

City of Urbana
400 S Vine St
Urbana, IL 61801

Issue Date: March 4, 2022
Responses Due: March 31, 2022

Submittal Instructions

Due Date: Responses are due by Thursday, March 31, 2022, at 5:00 p.m.

Submission: Responses should be submitted via email (PDF) to Lt. Zachery Mikalik at mikalize@urbanaininois.us.

Submission Requirements: Page Limit: Responses shall be 15 pages or fewer.

There is no required format, but responses should include:

Response to Scope of Work: Responses to this Request for Proposals (RFP) should address how the Scope of Work will be met.

Draft Contract / Service Agreement: Responses should include a draft contract or service agreement that includes all requirements in this request, all elements of a proposal, and contains a full and valid complement of standard warranties. This does not count towards the 15-page limit.

References: Responses should include a list of three references for similar work.

EEO Form: Responses should include a completed form. [\[Link\]](#) This form does not count towards the 15-page limit.

VRAD Form: Responses should include a completed form. [\[Link\]](#) This form does not count towards the 15-page limit.

Communications: Once the RFP is issued, two-way communication will be limited. Responses to non-routine questions or changes to the RFP will be issued via an addendum to the RFP. Respondents who wish to be notified of any addendum should email the address above as early in the submission timeline as reasonable. Substantive questions for the City should be submitted no later than ten business days prior to the due date. The City may require clarification of a response once submitted either via telephone, electronic meeting, or in writing. The City reserves the right to impose deadlines on clarifications.

Response Validity: All responses to this RFP shall be irrevocable for a period of 90 days after the due date and may not be withdrawn by the respondent during this period without the written consent of the City.

Assumption of Risks: The City is not responsible for any pre-contract costs incurred by a vendor participating in this process. Responses to this request become the property of the City. Proprietary and confidential material should clearly be marked as such; however, the City will only be able to comply

to the extent allowed by law. The City reserves the right to terminate the selection process at any time, to reject any or all submittals, and to pursue a contract in the best interest of the City.

General Information

Summary Information

The City of Urbana is seeking proposals from qualified firms to provide de-escalation training for all sworn police officers in the City of Urbana. This training will be supplemental to the standard training that all Urbana police officers receive at the University of Illinois Police Training Institute. The intent is to continue to reinforce de-escalation as a foundational approach to police/community interaction in the City of Urbana.

The selected respondent team will have the qualifications and staff resources necessary to develop and deliver a curriculum that will reinforce existing skills and develop new approaches to de-escalation for members of law enforcement. The curriculum should also include a module for community members that explains the type of training received by the law enforcement community related to de-escalation, the roles and responsibilities of the parties involved in a given interaction, and the limitations of de-escalation techniques.

General Requirements

1. The project team, including curriculum developers, project managers, and trainers shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The respondent team shall provide documentation showing their history of obtaining Illinois Law Enforcement Training and Standards Board (ILETSB) certification for their courses.
3. The respondent team shall provide a list of all courses taught to adult learners within the last 12 months. Of that list, the respondent shall identify which of those courses were taught to law enforcement officers/employees as the target audience.
4. The respondent team shall make available for review by the City all student evaluations from the relevant courses previously offered, if requested.
5. It is understood that all reports, information, or data prepared or assembled by the project team shall be confidential in nature and shall not be made available by the respondent firm to any individual or organization, except the City of Urbana, without the prior written approval of the City.
6. The respondent firm shall be financially solvent.
7. The respondent firm shall be responsible for complying with local, State, and Federal codes, legislation procedures, regulations, and professional standards.

Selection Process and Agreement

City staff will select a firm by reviewing the totality of the proposal. Critical factors in this selection will include responsiveness of the proposal to this RFP; description of approach to the services; project management, relevant project experience, qualifications of the firm and assigned staff; readiness; ability to execute an acceptable contract; and price. The selected firm should have a demonstrated ability to create a welcoming environment for all people and perspectives. The City reserves the right to request written clarification of proposals and supporting materials. Phone interviews may be conducted with one or more respondents in order to clarify certain elements. The City reserves the right to pursue a contract as deemed most favorable to the project and providing the best value for the City. The City reserves the right to reject any or all submittals.

Payment for services is anticipated to be on the basis of a fixed fee. The incremental cost of an additional session beyond the minimum of two (see below) for the police officers should be included, as well. It is the City's goal for there to be a minimum of 10% MBE/WBE¹ participation on City projects; this can be achieved directly or with sub-consultants.

The City expects this training to be delivered during calendar year 2022, preferably prior to June 30.

Scope of Work

The following scope of services is included as a guide. It is designed to identify the minimum service level expected from the successful firm and, as such, should be modified and augmented, based upon the experience of the firm, as necessary to complete the desired training successfully.

The firm selected through this RFP process will enter into an agreement with the City of Urbana to provide curriculum development, project management, and training for two audiences, as outlined below.

Based on the requirements of the City of Urbana, the selected firm shall provide training-related services for the following audiences:

Urbana Police Department (59 budgeted sworn officers)

- Design a 4-hour block of in-person (classroom-based) instruction
- Deliver the 4-hour block of instruction at least twice (this class will need to be delivered at least twice to accommodate 24-hour shift coverage)
- Reinforce existing skills and develop new skills and approaches to de-escalation
- Include role-playing scenarios
- Incorporate concepts related to minority/police relations and cultural sensitivity

¹ Minority Business Enterprise/Women Business Enterprise

- Ensure that the training includes the necessary aspects of trauma-informed response to certain parties in an interaction

Community-Facing Instruction (10-25 members of the public by invitation only)

- Provide at least one 3-hour block of in-person instruction/engagement
- Describe the types of training received by law enforcement officers to conduct effective de-escalation
- Explain the roles and responsibilities of the parties involved in a given interaction for effective de-escalation
- Discuss the limitations of de-escalation techniques under different circumstances

Responsive proposals should include directly comparable training and education developed and delivered by the respondent team. Responsive proposals should also indicate the consultant team’s previous history delivering community-oriented training and engagement.

The City has a strong preference for the Police Department Training Module and the Community-Facing Instruction Module to be delivered by the same instructor(s).

Tentative Selection Process

Below is the tentative selection process. The City reserves the right to modify the selection process.

Review of submittals

Responses to the RFP will be reviewed based on the following: description of the approach to the services, project management, relevant project experience, qualifications of the firm and assigned staff, readiness, and price. The City may request more information as needed.

After consideration of the submitted materials, the City will pursue a contract with the preferred respondent. If the preferred respondent is unable to execute a contract with acceptable terms to the City, the City will begin contract negotiations with the next best respondent.

General Timeline

The dates below reflect the desired pace that the City wishes for the process. However, depending on the City’s operational capacity, these dates may change.

RFP Issue Date:	March 4, 2022
RFP Close:	March 31, 2022
Internal Review:	Completed by April 15, 2022
Selection & Contract Negotiation:	Contract Signed by April 30, 2022
Training Delivered:	Before June 30, 2022, if possible