

ROCHESTER POLICE DEPARTMENT CITY OF ROCHESTER, NY



Police Chief James M. Sheppard

Request For Proposals

Psychological Fitness for Duty Evaluation For Law Enforcement Officers

Michael L. Ciminelli
Deputy Chief of Administration
Public Safety Building, 6th Floor
185 Exchange Blvd.
Rochester, New York 14614

SECTION I – SCOPE OF SERVICES

1.1 **PURPOSE:**

The Rochester Police Department is soliciting proposals from qualified and licensed service providers for the performance of psychological fitness for duty evaluations for Police Officers. These evaluations are intended to provide the Police Department with information regarding the competency of individual Police Officers to safely perform the duties of their job.

1.2 **ISSUING OFFICE:**

This Request For Proposals is issued by the Rochester Police Department and the Deputy Chief of Administration of the Rochester Police Department is the sole point of contact in the City of Rochester for the RFP. All questions regarding proposals will be directed in writing to :

Police Department:

Michael L. Ciminelli
Deputy Chief of Administration
Public Safety Building, 6th Floor
185 Exchange Blvd.
Rochester, New York 14614

Telephone: 585-428-7055
Fax: 585-428-6565

All questions and responses will be shared with all who have indicated intent to submit a proposal and have provided an e-mail address.

1.3 **SCOPE OF SERVICES TO BE PROVIDED:**

Each proposal shall exhibit an understanding that a fitness for duty evaluation of a Police Officer requires a formal psychological examination that takes into account the police work environment, essential job functions, and the police culture, and must withstand the highest level of scrutiny for thoroughness, due diligence, ethical propriety, and validity.

- A. Officers are referred for an evaluation of fitness for duty by a designee in the Office of the Chief of Police. Information regarding performance and/or behavioral observations that prompted concern regarding performance will be provided to the evaluator by the department prior to an examination.

An appointment to begin the fitness for duty evaluation will be provided within two business days of the referral from the department.

- B. Consent

- 1. Prior to the start of a fitness for duty examination, the evaluator will meet with the officer to explain the purpose and conditions under which the evaluation is being conducted. The Officer is to be provided with a typewritten **Disclosure Statement** (consent form) that details the relevant information about the evaluation process. The Officer is asked to read and then sign the form.

2. In addition to the disclosure statement, each Officer will be asked to read and sign a **Release of Information Waiver** stating that the Rochester Police Department is the client of record, and that a written report of the assessment will be provided to the Police Department.
3. The Officer will also be asked to sign Release of Information Waivers in order to allow the evaluator to obtain medical information from hospitals, doctors, and counselors who have provided relevant medical care to the Officer in the past.

C. Examiner Qualifications

- Be a licensed psychiatrist with education, training, and experience in the diagnostic evaluation of mental and emotional disorders; or a licensed psychologist with education, training, and experience in the diagnostic evaluation of mental and emotional disorders, with a licensed psychiatrist on staff;
- Possess training and experience in the psychological evaluation of law enforcement personnel;
- Be familiar with the police psychology literature, and the essential job functions of the employee being evaluated;
- Be familiar with relevant state and federal statutes and case law, and other legal requirements, related to employment and personnel practices (e.g. disability, privacy, third-party liability); and
- Satisfy any other minimum requirements imposed by local jurisdiction or law.
- Examiner should have particular training and experience in forensic psychiatric assessment. The examiner should be prepared by training and experience to qualify as an expert in any related adjudicative proceeding.

D. Successful service providers shall provide the following information prior to final award of a contract for services: (verification of education, licensing and experience of staff will be made following the selection of the top ranked proposal.)

- Documentation of the professional licensing of staff, and qualifications that demonstrate that they are skilled in evaluating individuals with diverse ethnic, racial and cultural backgrounds, including both males and females.

E. Other elements to be included in an acceptable proposal for service:

- Appearing and testifying before the Civil Service Commission or in a court of law, as needed.
- The Rochester Police Department shall be allowed to cancel a candidate's appointment for testing and/or interview without charge, with a 24-hour notice
- Provide a ten (10)-day turnaround between the testing and evaluation of a candidate and the submission of an evaluation report to the Rochester Police Department.
 - This report will include a description of the rationale for the fitness for duty evaluation, the methods employed, and a clearly articulated opinion that the examinee is presently fit or unfit for unrestricted duty. The content of the report should be guided by consideration for the terms of informed consent, the employee's authorization, and the pertinence of the content to the examinee's psychological fitness, the employing

agency's written policies and procedures, the applicable terms of any labor agreement, and relevant law.

- When the examinee is found unfit for unrestricted duty, the report will contain the following minimum information unless prohibited by law, agency policy, labor agreement, the terms of the employee's disclosure authorization, or other considerations.
 - A description of the employee's functional impairments or job-relevant limitations;
 - An assessment of any medications or prescriptions being taken by the employee and their impact on fitness for police duty; and,
 - An estimate of the likelihood of, and time frame for, a return to unrestricted duty, and the basis for the estimate and a recommendation for treatment.
- Identify one individual staff member to act as a Contract Coordinator who will monitor contract provisions and be available to meet with Police Department representative to discuss and clarify evaluation reports.

F. Except as otherwise specified in a final agreement, all equipment, materials and supplies required to carry out the provisions of this proposal and to perform the services described above shall be furnished by the service provider and shall be fit for their purpose to the reasonable satisfaction of the Police Department.

1.4 SERVICE EXPERIENCE DATA:

The Rochester Police Department has conducted an average of 15 fitness for duty evaluations each of the last three years.

1.5 TERM OF AGREEMENT:

The terms of an agreement for services shall be for two (2) years commencing July 1, 2012 and ending June 30, 2014. Thereafter, upon the mutual agreement of both the Rochester Police Department and the service provider this contract may be renewed annually, for up to three (3) additional and consecutive one (1) year periods.

1.6 Amendment of RFP:

The City of Rochester may amend the RFP upon notification to all potential vendors.

1.7 RFP withdrawal

The RFP may be withdrawn by the City of Rochester for any reason and the City of Rochester shall have no liability for any costs incurred in preparing the proposal.

1.8 Property of the City of Rochester

The proposal and all materials submitted with the proposal shall become the property of the City of Rochester and will be subject to the NYS Freedom of Information Law. Any proprietary information submitted with the proposal must be clearly identified and a request to keep such information confidential must be submitted.

1.9 Professional Service Agreement

The successful Service Provider will be required to enter into a Professional Service Agreement (PSA) with the City of Rochester. The PSA is Attachment A of this RFP. All Public Service Agreements that exceed \$10,000 dollars require City Council approval

SECTION II: PROPOSAL SUBMISSIONS

2.1 Format

All proposals must be submitted in the format set forth below in order to assist a uniform review process.

2.1.1 Title Page

The title page will reflect the Request for Proposal subject, name of the company, address, contact person's name, telephone number and fax number.

2.1.2 Signature

All proposals submitted MUST include a signature which has been signed by an individual who is authorized to bind the Service Provider to a service agreement.

2.1.3 Table of Contents

The proposal must contain a Table of Contents which indicates the material included in the proposal and page numbers.

2.1.4 Description of Service Provider

Provide a brief history and description of the Service Provider, including a copy of the most recent annual report, the size of the business, number of employees, annualized dollars of payroll, and number of years in existence.

Discuss the leadership of your organization, and cite accomplishments of individuals who will provide direct oversight of services to be proposed for this contract.

2.1.5 Experience

Provide a summary of the Service Provider's experience with fitness for duty evaluations; please specify experience in the law enforcement area.

Provide additional information that may distinguish your company from competitors.

Provide a list of references to include a list of current clients, including a contact person and telephone number for each account, date of original contract and expiration for each, number of renewals, and size of business.

2.1.6 Presentation

All potential Service Providers may be requested to provide on-site presentations in addition to their written proposals; at the discretion of the Rochester Police Department.

2.1.7 Response to Scope of Services to be Provided (Section 1.3, above)

Include a description of your proposed service approach and the rationale underlying that approach.

List each of the items outlined in Section 1.3 and affirm your organization's intent to comply as written, provide information regarding your firm's recommendations for fulfilling the requirement, or provide information needed to evaluate your organization's ability to meet the Rochester Police Department's needs.

2.1.8 Cost Proposal

The cost proposal section must include all costs associated with the organization's plan to carry out the requested service.

2.2 Submission of Proposals

Five (5) copies of a written proposal are to be submitted to:

Michael L. Ciminelli
Deputy Chief of Administration
Public Safety Building, 6th Floor
185 Exchange Blvd.
Rochester, New York 14614

All proposals must be received by, or postmarked by, **5:00 PM on Friday, May 11, 2012.**

2.3 Schedule

Deadline for submission of proposals:	May 11, 2012
Selection of Service Provider:	June 20, 2012
Start date for service provision:	July 1, 2012

SECTION III REVIEW OF PROPOSALS

3.1 All proposals will be reviewed by a committee appointed by the Chief of Police. All responding Service Providers will be notified of the outcome of the review.

3.2 Criteria for Selection of a successful proposal will be:

- Experience with performance of fitness for duty evaluations
- References from other agencies that have used services provided by agency
- Qualifications and skills of service manager and staff that will be providing services
- A proposal that is complete, covering all points mentioned in the scope of services section of the Request for Proposals.
- A Cost Proposal that is reasonable and realistic.
- The selection of the consultant is within the City of Rochester sole discretion, and that no reasons for rejection or acceptance of proposal are required to be given and the decision will not be based solely on price.
- All Public Service Agreements that exceed \$10,000 dollars require City Council approval.

- Preference will be given to Service Providers located in the City of Rochester through additional weighting.

ATTACHMENT A

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, is made this __, day of _____, 2012, by and between the **CITY OF ROCHESTER**, a municipal corporation having its principal office located at City Hall, 30 Church Street, Rochester, New York 14614, hereinafter referred to as the "City" and _____, with offices located at _____, Rochester, N.Y. 14____, hereinafter referred to as the "Consultant"

WITNESSETH:

WHEREAS, the City desires to secure the professional services of a Consultant to provide services required for _____, hereinafter referred to as the "Project", and,

WHEREAS, the Consultant has the necessary equipment, personnel and expertise to perform the Project.

NOW THEREFORE, in consideration of the terms and conditions contained herein, the parties do covenant and agree as follows:

SECTION 1. DESCRIPTION OF CONSULTANT'S SERVICES

A. The Consultant shall, upon receipt of Notice to Proceed, or upon the commencement date specified in Section 2 hereof, whichever is earlier, perform in a professional and workmanlike manner to the reasonable satisfaction of the City, all of the services required below or reasonably required in order to carry out the services set forth herein:

B. Except as otherwise specified in this Agreement, all equipment, materials and supplies required to carry out the provisions of this Agreement and to perform the services described above shall be furnished by the Consultant and shall be fit for their purpose to the reasonable satisfaction of the City.

SECTION 2. TERM

The services required of the Consultant pursuant to this Agreement shall commence on _____ and shall terminate on _____.

SECTION 3. FEE

A. The City agrees to pay and the Consultant agrees to accept as full payment for the work and services performed pursuant to this Agreement, the following payable in the following manner:

(describe payment as being either a lump sum payment or a phased payment, e.g. monthly, quarterly, upon completion of tasks etc.)

B. The total fee payable by the City pursuant to this Agreement, including all costs and disbursements whatsoever shall not exceed the sum of _____ Dollars (\$____). No payment shall be made except upon the submission of duly executed vouchers upon forms which shall be supplied by the City.

SECTION 4. AUTHORIZED AGENT FOR THE CITY AND THE CONSULTANT

- A. The City hereby designates:
- B. The Consultant hereby designates:

or their authorized representatives in case of absence, as Authorized Agents of the City and of the Consultant for receipt of all notices, demands, vouchers and other communications and all orders, permissions, and directions pursuant to this Agreement, which shall be sufficiently communicated, given and/or delivered if dispatched by registered or certified mail, postage prepaid, or delivered personally to the authorized agents designated herein. The parties reserve the right to designate other or additional agents upon written notice to the other party which shall be signed by the Authorized Agent of the requesting party.

SECTION 5. INDEMNIFICATION

The Consultant hereby agrees to defend, indemnify and save harmless the City of Rochester against any and all liability, loss, damage, suit, charge, attorney's fees and expenses of whatever kind or nature which the City may directly or indirectly incur, or be required to pay by reason or in consequence of the intentionally wrongful or negligent act or omission of the Consultant, its agents, employees or contractors. If a claim or action is made or brought against the City and for which the Consultant may be responsible hereunder in whole or in part, then the Consultant shall be notified and shall handle or participate in the handling of the defense of such matter.

SECTION 6. WORKERS' COMPENSATION AND DISABILITY BENEFITS INSURANCE

This Agreement shall be void and of no effect unless the Consultant shall secure compensation for the benefit of, and keep insured during the life of this Agreement, any and all employees as are required to be insured under the provisions of the Workers' Compensation Law of the State of New York or the state of the Consultant's residence, whichever may apply. The Consultant shall provide proof to the City, duly subscribed by an insurance carrier, that such Workers' Compensation and Disability Benefits coverage have been secured. In the alternative, Consultant shall provide proof of self-insurance or shall establish that Workers' Compensation and/or Disability Benefits coverage is not required by submitting the current New York State Workers' Compensation Board's form .

SECTION 7. EQUAL OPPORTUNITY

- A. General Policy

The City of Rochester, New York reaffirms its policy of Equal Opportunity and its commitment to require all contractors, vendors and suppliers doing business with the City to follow a policy of Equal Opportunity, in accordance with the requirements set forth herein. The City further does not discriminate on the basis of disability, in admission or access to, or treatment or employment in its programs and activities. The City is including these policy statements in all bid documents, contracts, and leases. Contractors, vendors and suppliers shall comply with all State and Federal Equal Opportunity laws and regulations and shall submit documentation regarding Equal Opportunity upon the City's request.

- B. Definitions

GOOD FAITH EFFORT - shall mean every reasonable attempt to comply with the provisions of this policy by making every reasonable effort to achieve a level of employment of minority groups and female workers that is consistent with their presence in the local work force.

MINORITY GROUP PERSONS - shall mean a person of Black, Spanish surname American, Asian American or American Indian ethnic or racial origin and identity.

C. Compliance

The Consultant shall comply with all of the following provisions of this Equal Opportunity Requirement:

1. The Consultant shall not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability or marital status in the performance of services or programs pursuant to this agreement. The Consultant agrees to make a good faith effort to employ minority group persons and females and that in hiring employees and treating employees performing work under this Agreement or any subcontract hereunder, the Consultant, and its subcontractors, if any, shall not, by reason of age, race, creed, color, national origin, sex, sexual orientation, disability or marital status discriminate against any person who is qualified and available to perform the work to which the employment relates. The Consultant agrees to take affirmative action to ensure that applicants are employed and that employees are treated during their employment, without regard to their race, color, religion, sex, age or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotions or transfers, recruitment and recruitment advertising, layoffs, terminations, rates of pay and other forms of compensation, and selection for training, including apprenticeship. The Consultant agrees to post notices in conspicuous places available to employees and applicants for employment, and to include language in all solicitations or advertisements for employment placed by or on behalf of the Consultant, reflecting this nondiscrimination policy.

2. If the Consultant is found guilty of discrimination in employment on the grounds of age, race, creed, color, national origin, sex, sexual orientation, disability or marital status by any court or administrative agency that has jurisdiction pursuant to any State or Federal Equal Opportunity Laws or regulations, such determination will be deemed to be a breach of contract, and this Agreement will be terminated in whole or part without any penalty or damages to the City on account of such cancellation or termination, and the Consultant shall be disqualified from thereafter selling to, submitting bids to, or receiving awards of contract with the City of Rochester for goods, work, or services until such time as the Consultant can demonstrate its compliance with this policy and all applicable Federal and State Equal Opportunity laws and regulations.

3. The Consultant shall cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

SECTION 8. LIVING WAGE REQUIREMENTS

A. Applicability of Living Wage Requirements

This section shall apply and the Consultant shall comply with the requirements of Section 8A-18 of the Municipal Code of the City of Rochester, known as the "Rochester Living Wage Ordinance", in the event that payments by the City to the Consultant under this Agreement shall equal or exceed fifty thousand dollars (\$50,000) during a period of one year. If this Agreement is amended to increase

the amount payable hereunder to fifty thousand dollars (\$50,000) or greater during a period of one year, then any such amendment shall be subject to Section 8A-18.

B. Compliance

The Consultant shall pay no less than a Living Wage to any part-time or full-time Covered Employee, as that term is defined in Section 8A-18B, who directly expends his or her time on this Agreement, for the time said person actually spends on this Agreement. Living Wage, as set forth in this Agreement, shall be the hourly amount set forth in Section 8A-18(C)(2), and any adjustments thereto, which shall be made on July 1 of each year and shall be made available in the Office of the City Clerk and on the City's website, at www.cityofrochester.gov. Consultant shall also comply with all other provisions of Section 8A-18, including but not limited to all reporting, posting and notification requirements and shall be subject to any compliance, sanction and enforcement provisions set forth therein.

C. Exemption

This section shall not apply to any of Consultant's employees who are compensated in accordance with the terms of a collective bargaining agreement.

SECTION 9. COMPLIANCE WITH MACBRIDE PRINCIPLES

The Consultant agrees that it will observe Ordinance No. 88-19 of the City of Rochester, which condemns religious discrimination in Northern Ireland and requires persons contracting to provide goods and services to the City to comply with the MacBride Principles. A copy of the MacBride Principles is on file in the Office of the Director of Finance.

SECTION 10. COMPLIANCE WITH ALL LAWS

The Consultant agrees that during the performance of the work required pursuant to this Agreement, the Consultant, and all employees working under the Consultant's direction shall strictly comply with all local, state, or federal laws, ordinances, rules or regulations controlling or limiting in any way the performance of the work required by this Agreement. Furthermore, each and every provision of law and clause required by law to be inserted in this agreement shall be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein. If, through mistake or otherwise, any such provision is not inserted, or is not properly inserted, then upon the application of either party this Agreement shall be forthwith physically amended to make such insertion or correction.

SECTION 11. AUDIT

The Consultant agrees that the City shall, until the expiration of three (3) years after final payment, have access to and the right to examine any directly pertinent books, documents, papers and records of the Consultant and of any of the subcontractors engaged in the performance of and involving transactions related to this Agreement or any subcontracts.

SECTION 12. PROHIBITION AGAINST ASSIGNMENT

The Consultant is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or any of its contents, or of any right, title or interest therein, or of the power to execute this Agreement, to any other person or corporation without the previous consent, in writing, of the City.

SECTION 13. OBLIGATIONS LIMITED TO FUNDS AVAILABLE

The parties specifically agree that the Consultant's duty to perform work under this agreement and the City's obligation to pay for that work, including any out-of-pocket and subcontracting expenses of the Consultant, shall be limited to the amount of money actually appropriated by the City Council and encumbered (i.e., certified as being available) for this Project by the City Director of Finance (or his authorized deputy). This provision shall limit the parties' obligation to perform even though this Agreement may provide for the payment of a fee greater than the appropriated and encumbered amount.

SECTION 14. EXTENT OF AGREEMENT

This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements and conditions, whether written or oral. Any modification or amendment to this Agreement shall be void unless it is in writing and subscribed by the party to be charged or by the party's authorized agent.

SECTION 15. STATUS AS INDEPENDENT CONTRACTOR

The Consultant, as an independent contractor, covenants and agrees to conduct the work under this Agreement consistent with such status. The Consultant shall neither pretend nor claim to be an officer or employee of the City by reason hereof, nor make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the City, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

SECTION 16. LAW

This Agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

SECTION 17. NO-WAIVER

In the event that the terms and conditions of this Agreement are not strictly enforced by the City, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the City from enforcing each and every term of this Agreement thereafter.

SECTION 18. SEVERABILITY

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

SECTION 19. TERMINATION FOR DEFAULT

The performance of work under this Agreement may be terminated by the City in accordance with this clause in whole, or from time to time in part, whenever the Consultant shall default in the performance of this Agreement in accordance with its terms. Upon termination, the City may take over the work to be performed and complete the same by contract or otherwise, and the Consultant shall be liable to the City for any excess cost occasioned thereby. The total fee payable to the Consultant under this Agreement upon such termination shall be such proportionate part of the total

fee as the value of the work satisfactorily completed and delivered to the City bears to the value of the work contemplated by this Agreement.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the date first written above.

CITY OF ROCHESTER

BY: _____
Thomas S. Richards, Mayor

CONSULTANT

BY: _____
Name:
Taxpayer Id. No.:

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On this _____ day of _____, 2012, before me the subscriber, personally came Thomas S. Richards, known to me, who being by me duly sworn, did depose and say that he is the Mayor of the City of Rochester, the municipal corporation described in and which executed the above instrument; and that he signed her name to the foregoing instrument by virtue of the authority vested in him by the laws of the State of New York and the local laws and ordinances of the City of Rochester.

Notary Public

STATE OF NEW YORK)
COUNTY OF MONROE) ss.:

On the _____ day of _____, 2012 before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public