



**DEADLY FORCE POLICY AUDIT**  
**Estimated Cost - \$250,000/2 years**  
**EPPRFP-00274 - Verification of Availability**

**August 13, 2015**

SBD is attempting to place a Small Business Measure on EPPRFP-00274. Please review this document to determine if your firm would be able **provide the scope of services below and is willing to participate on this solicitation**. If your firm is interested, please include **a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document**.

**The deadline to respond to this Verification of Availability is 3:00 PM, Thursday, August 20, 2015.**

**Tyrone White**  
Contract Certification Specialist  
Miami-Dade County Small Business Development Division  
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**“Help stimulate **Miami’s** economy by supporting Small Businesses”**

Please familiarize yourself with the Project Review Process Website:  
<http://www.miamidade.gov/business/contracting-opportunities.asp>

## VERIFICATION OF AVAILABILITY TO PROPOSE

INTERNAL SERVICES DEPARTMENT (ISD)  
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION  
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM  
111 N.W. 1ST STREET, 19<sup>th</sup> FLOOR  
MIAMI, FLORIDA 33128  
PHONE: 375-3111 FAX: 375-3160

CONTRACT SPECIALIST: **Tyrone White**

I am herewith submitting this letter of verification of availability and capability to propose, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

**CONTRACT TITLE: DEADLY FORCE POLICY AUDIT**

**PROJECT NUMBER: EPPRFP-00274**

**Estimated Contract Amount: \$250,000/2 years**

**(Scope of work and minimum requirements for this project is attached.)**

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
ADDRESS CITY ZIP CODE

Certification Expires: \_\_\_\_\_  
DATE

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
DATE

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

## **VERIFICATION OF AVAILABILITY TO PROPOSE**

**CONTRACT TITLE:** DEADLY FORCE POLICY AUDIT  
**PROJECT NUMBERS:** EPPRFP-00274  
**ESTIMATED CONTRACT AMOUNT:** \$250,000/2 years

### **2.1 Introduction/Background**

Miami-Dade County, herein referred to as County, as represented by the Miami-Dade Police Department (MDPD), is soliciting proposals from an experienced and qualified Proposer to conduct an external audit, and if necessary, recommend a revision to the MDPD "Deadly Force" policy, the purpose is to ensure that MDPD implements best practices as it relates to the "use of deadly force" and ensure that none of its current policies and procedures go against acceptable norms in the law enforcement community.

The County is a vibrant, multicultural community of more than 2.5 million residents and hosts more than 12 million visitors each year. The County provides law enforcement and public safety services consistent with the needs of the community. Such services are directed toward creating and maintaining an environment that is safe, and as free of crime and disorder as legal, ethical and resource constraints permit. MDPD is charged with the task of promoting a safe, secure, crime free environment along with maintaining order and providing for the safe and expeditious flow of traffic. In order to accomplish this formidable task, it utilizes the services of approximately 2,900 sworn officers and 1,700 support personnel.

In light of the number of deadly force incidents involving law enforcement and the public around the country and within Miami-Dade County, the MDPD feels it is essential to review and if necessary, revise its "Use of Force" policy as it relates to "Deadly Force." During the previous three years (2012-May 2015), MDPD employees utilized "Deadly Force" an average of 23 times each year. Each of the incidents involved situations in which MDPD officers "purposely pulled the trigger of their firearm" during encounters with a subject. Given the events surrounding police-involved deadly force encounters occurring across the United States and the subsequent questioning of police tactics being utilized, MDPD feels that it is imperative that its deadly force policy be reviewed.. Additionally, recommendations for specific training will be offered based on a review of previous "Deadly Force" incidents, which will allow MDPD to better train its staff in the appropriate use of force to take during specific violent encounters.

The specific purpose of this study will be:

1. Review the MDPD Departmental Manual as it relates to use of "Deadly Force."
2. Review training specific to force that MDPD staff receives.
3. Review discipline resulting from deadly force cases reviewed.
4. Review of Professional Compliance Bureau files related to "Deadly Force."
5. Establish a working group for the study and conduct interviews with officers involved in "Deadly Force" incidents during the past three years.
6. Report findings, make recommendations, and issue a formal report.

**Can your firm satisfy the purpose of this study?**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **2.2 Requirement**

Establishment of a "work advisory group" from current MDPD personnel that will serve as internal experts to answer questions and provide feedback as necessary by the researcher. The work advisory group will be used to discuss ideas, problems, and direction as the project progresses. It is anticipated that meetings will be held every other month or when necessary. Conduct briefings with MDPD Command Staff after each major phase of the study and discuss the need for additional review or direction as needed.

**Would your firm be able to establish a work advisory from current MDPD personnel to serve as internal experts to answer questions and provide feedback as necessary by the researcher?**

Yes \_\_\_\_\_ No \_\_\_\_\_

### **2.3 Services and Deliverables**

#### **2.3.1: Review of Deadly Force Policy**

##### ***A. Services and Task***

Review and analyze the current MDPD Departmental Manual as it relates to "use of deadly force by firearms." This task will include a thorough understanding of the policy and making sure the language is sufficient to provide police officers with an understanding of what is expected of them, the rules and regulations regarding the use of deadly force, and make sure it covers the necessary areas of the use of deadly force. The goal is to suggest a comprehensive policy that is legally sufficient. The review will include a comparison of other policies that have been approved by the U.S. Department of Justice from agencies that have been involved in Consent Decrees.

**B. Deliverable**

A written report to include comments on the current MDPD Policy and suggestions for change.

**Can your firm create a comprehensive policy that is legally sufficient?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**2.3.2: Review of Deadly Force Training**

**A. Services and Task**

Review MDPD training procedures for officers involving "deadly force by firearm" encounters. This includes observing the live training and discuss any shortcomings with the trainers and academy staff and review all lesson plans and curricula. The selected Proposer will attend academy classes as well as in-service classes on the use of firearms and firearms decision-making. (Note, a component of this task will be to discuss the training with those who provide the training as well as with their supervisors.)

**B. Deliverable**

A written report to include comments on the training comments on the training, curricula, and lesson plans, as well as suggestions for changes. This report will be presented to MDPD Command Staff and designees at an agreed upon day and time.

**Will your firm have a problem reviewing MDPD training procedures for officers involving "deadly force by firearm" encounters?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Can your firm write a report to include comments on the training, curricula, and lesson plans, as well as suggestions for changes?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**2.3.3: Review of Deadly Force by Firearm Case Files**

**A. Services and Task**

Review MDPD relevant policies and procedures, organize the data, conduct statistical analysis, review disciplinary action related to "deadly force," and review Professional Compliance (PCB) and Homicide Bureaus' files involving MDPD "deadly force" by firearm incidents. This activity will include a review of the incident files and a compilation of the quantitative and qualitative data available. The data will be analyzed for thoroughness, content, appropriateness of questions, interrogations, and how these files should be used. The investigators and their supervisors will be interviewed. Any shortcomings in the process(es) will be discussed with PCB staff and investigators.

**B. Deliverable**

A written report to include comments on the policy and suggestions for change. The report will be presented to MDPD Command Staff and designees at an agreed upon day and time.

**Will your firm have a problem reviewing MDPD relevant policies and procedures, organize the data, conduct statistical analysis, review disciplinary action related to "deadly force," and review Professional Compliance (PCB) and Homicide Bureaus' files involving MDPD "deadly force" by firearm incidents?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Can your firm write a report to include comments on the policy and suggestions for change?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**2.3.4: MDPD Police Officer Interviews**

**A. Services and Task**

Conduct interviews with all MDPD police officers involved in "deadly force" incidents who have been approved by MDPD Command Staff to be interviewed and who are willing to provide input regarding their specific incidents. This will require advice and support from the Dade County Police Benevolent Association (PBA). The interviews will cover

the police officers' recall of their encounters, perceptions, distortions and reactions. Additionally, officers will be asked about MDPD's response to their needs as police officers involved in the discharge of a firearm. They will be asked about the sufficiency or lack of policy, training, supervision and accountability. The police officer will be promised anonymity and no information will be linked to an individual. All information will be reported in the aggregate.

**B. Deliverable**

A written report to include comments on the policy and suggestions for changes. This report will be presented to MDPD Command Staff and designees at an agreed upon day and time.

**Will your firm have a problem conducting interviews with all MDPD police officers involved in "deadly force" incidents who have been approved by MDPD Command Staff to be interviewed and who are willing to provide input regarding their specific incidents?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Can your firm write a report to include comments on the policy and suggestions for change?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**2.4 Reporting**

A. Draft Report

At the conclusion of the study, the selected Proposer will provide MDPD with a comprehensive Draft Report which will include recommendations for policy revision and training improvements. Upon Submission of the Draft Report MDPD Command Staff and designees will review and advise the selected Proposer of any concerns and/or questions regarding the Draft Report that may require review or revision.

B. Final Report.

Once all concerns have been adequately addressed, the County shall provide written acceptance of the Draft Report. The selected Proposer shall conduct a final quality review of the Draft and shall provide an electronic copy and a hard copy of the Final Report

**Can your firm satisfy the reporting section?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**2.5 Additional Optional Services/Studies**

The County may, in its sole discretion, request that the selected Proposer provide additional optional services which are related to, but not included in the services outlined above. Such services may include, but are not limited to additional Review and Audit projects and deliverables in the form of Reports.

## Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes "Y" or no "N" on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: [twj@miamidade.gov](mailto:twj@miamidade.gov) or via fax (305) 375-3160 attention Mr. Tyrone White.

\_\_\_\_\_ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements to qualify and can perform the work as required.

\_\_\_\_\_ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: \_\_\_\_\_ Certification #: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Please respond by **3:00 PM, Thursday, August 20, 2015.**

Any questions, feel free to contact me at the number below.

**PLEASE LIST YOUR FIRMS HISTORY OF  
SIMILAR PROJECTS, REASON(s) WHY YOUR  
FIRM DOES NOT MEET THE EXPERIENCE  
REQUIREMENTS (IF APPLICABLE) AND ANY  
COMMENTS YOU MAY HAVE ON THE NEXT  
PAGE**

# SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

Please submit your firm's resume or list your firm's history of "Projects with Similar Scopes of Services" below:

Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

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## REASONS & COMMENTS

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