

CITY OF NEW PORT RICHEY
REQUEST FOR PROPOSAL
RFP23-018 INITIAL ACCREDITATION THROUGH COMMISSION FOR
FLORIDA LAW ENFORCEMENT ACCREDITATION (CFA)

The New Port Richey Police Department is a professional police agency dedicated to protecting, serving, and enhancing the quality of life within our community. As part of our commitment to maintaining ambitious standards of professionalism and accountability, we seek to contract with a qualified Florida accreditation consultant who can assist the New Port Richey Police Department in achieving its initial accreditation status through the Commission for Florida Law Enforcement Accreditation (CFA).

We seek a professional consultant with extensive knowledge and experience with the Florida law Enforcement Accreditation process. The accreditation consultant will assist the New Port Richey Police Department become CFA accredited. The accreditation consultant will work closely with department leadership, officers, staff, and CFA assessors to identify those areas that need to be brought up to accreditation standards. The accreditation consultant will commit and contract for the time it takes the department to obtain its CFA accreditation status.

Key responsibilities for this consulting contract include:

- Assisting with the department's initial accreditation efforts with the Commission for Florida Law Enforcement Accreditation.
- Identifying areas for improvement based on the CFA accreditation standards.
- Assisting with the retention of records and documentation related to the accreditation process.
- Working with department leadership to review policies and procedures in the Power DMS system.
- Working with department leadership to build the necessary accreditation files on the Power DMS system.
- Conduct a department facilities inspection to identify areas out of compliance with accreditation standards.
- Assist department leadership with communications, contracts, and meetings with Florida CFA officials.
- Be present for all onsite inspections by Florida CFA officials.
- Ensuring that the department is keeping up to date with any CFA accreditation standard changes.
- Providing necessary training to department leadership and/or staff relating to the accreditation process.

The ideal consultant will possess the following qualifications:

- At least 10 years of experience as a certified Florida law Enforcement officer.
- Extensive knowledge of the Florida accreditation process for law enforcement.
- Experience (five more years) as CFA accreditation manager working in Florida law enforcement agencies.
- Experience with successfully leading (as a CFA accreditation manager) a Florida Law Enforcement agency through its initial CFA accreditation process.
- Experience with successfully leading (as a CFA accreditation manager) a Florida Law Enforcement agency through its first reaccreditation process.
- Experience in performing Florida police agency accreditation assessments statewide for the CFA.
- Experience as CFA team leader in performing CFA assessments statewide.
- Experience on the CFA Standard Review and Interpretations Committee.
- Experience with police policy and directive formulation.
- Experience with Power DMS and Power DMS standards programs for CFA accreditation.

If you are a dedicated professional with a passion for Florida law Enforcement Accreditation and excellence, we encourage you to submit a proposal that meets the conditions outlined in this bid.

**CITY OF NEW PORT RICHEY
REQUEST FOR PROPOSAL
RFP23-018 INITIAL ACCREDITATION THROUGH COMMISSION FOR
FLORIDA LAW ENFORCEMENT ACCREDITATION (CFA)**

The City of New Port Richey, Florida, is accepting SEALED PROPOSALS from qualified consultants who have extensive knowledge and experience with the Florida law Enforcement Accreditation process to assist the New Port Richey Police Department in achieving its initial accreditation status through the Commission for Florida Law Enforcement Accreditation (CFA).

The Scope of Work for this project includes, but is not limited to:

- Assisting with the department's initial accreditation efforts with the Commission for Florida Law Enforcement Accreditation.
- Identifying areas for improvement based on the CFA accreditation standards.
- Assisting with the retention of records and documentation related to the accreditation process.
- Working with department leadership to review policies and procedures in the Power DMS system.
- Working with department leadership to build the necessary accreditation files on the Power DMS system.
- Conduct a department facilities inspection to identify areas out of compliance with accreditation standards.
- Assist department leadership with communications, contracts, and meetings with Florida CFA officials.
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- Experience in performing Florida police agency accreditation assessments statewide for the CFA.
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- Experience on the CFA Standard Review and Interpretations Committee.
- Experience with police policy and directive formulation.
- Experience with Power DMS and Power DMS standards programs for CFA accreditation.

Sealed proposals will be received until 2:00 P.M. on May 10, 2023 in the City Clerk's Office, Second Floor, City Hall, 5919 Main Street, New Port Richey, Florida, 34652. Each submission shall contain one (1) original and two (2) copies and must be clearly marked on the outside of the envelope with the firm's name and address along with "RFP23-018 – INITIAL ACCREDITATION THROUGH COMMISSION FOR FLORIDA LAW ENFORCEMENT ACCREDITATION (CFA)." Any proposals received after the above mentioned time will not be accepted under any circumstances. Any questions regarding this Request for Proposal shall be directed to Police Chief Robert Kochen at kochenr@cityofnewportrichey.org.

CITY OF NEW PORT RICHEY
By Judy Meyers, CMC
City Clerk

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