

Copy

This bid is being entered by Frank Ruggiero Consultants LLC, [REDACTED]
[REDACTED] (Contractor hereinafter) for the City of New Port Richey, Project RFP23-018,

The City requires managed services in the subject of law enforcement accreditation and desires to engage the services of contractor

This contractor has an extensive background and is qualified as a subject matter expert in law enforcement accreditation and meets or exceeds all recommended qualifications. This contractor is willing to provide services to the city based on this background and their required responsibilities.

This contractor acknowledges and agrees that the purpose of this managed services agreement provided hereunder are to improve the overall administrative and operational functions of the City's police department and to attain and maintain distinction as an Accredited Law Enforcement agency under the provisions of the Florida Commission for Law Enforcement Accreditation. The contractor does promise to use best, good-faith efforts in carrying out the purposes of this Agreement. The services provided by the Contractor under this Agreement are for the sole benefit of the City.

I. Scope of Services: Contractor will be hereby engaged to perform managed services for the City in respect to evaluating if the City's police department's current policies, procedures, and all other forms of written directives to determine if they meet or exceed the minimum standards set forth by the Commission for Florida Law Enforcement Accreditation Program as well as provide the expertise and services necessary for the City's police department and to attain and maintain distinction as an Accredited Law Enforcement agency under the provisions of the Florida Commission for Law Enforcement Accreditation., AND

A. The contractor hereby agrees that they shall:

1. Research, develop and assist with the publishing of any revisions to any and all existing policies as approved by the City, necessary to meet the standards of the Florida law enforcement accreditation program, AND
2. Research, develop and assist with the publishing of any and all additional polices as approved by the city, which do not currently exist, which would be required to meet the standards of the Florida Law Enforcement Accreditation program, AND
3. Set-Up, populate, train and assist with the managing of the Power DMS® web portal, specific to the City's police department, to disseminate and maintain all of the police department's written directives, build, populate and manage an assessment system in accordance with the provisions of the Florida Law Enforcement Accreditation Standard Compliance files to include creation of the required standard compliance files to meet the requirements of the Florida Law Enforcement Accreditation Program at the time of any such assessment by the Commission for Law Enforcement Accreditation, AND,
4. The contractor shall be responsible to create, populate and maintain each standard compliance file within the Power DMS web portal with a copy or copies of all applicable agency directives, copy or copies of any and all supporting documentation, agency records, photographs, etc. necessary to demonstrate compliance with each program standard AND,

5. Each directive and all supporting documentation shall be formatted and highlighted to illustrate how each directive/documentation is applicable and demonstrates compliance to the individual standard AND,
6. Perform collection, as necessary of all required or recommended departmental documentation relevant to demonstrating compliance with program standards. AND,
7. Attend in-person meetings with the City and its representatives to discuss project status, non-compliance issues, departmental issues effecting the project, and/or written directive development purpose and project status. AND,
8. Be alert to changes in accreditation standards, operations, reporting requirements, and other issues which may affect the continuing accredited status of the department AND,
9. Ensure command staff have fact-based information to make decisions regarding agency policies regarding accreditation standards AND,
10. Prepares and submit CFA annual agency reports AND,
11. Coordinate agency personnel, activities, records and systems with regards to maintaining accreditation standards, including the establishment of proper documentation demonstrating accreditation compliance AND,
12. Advise other appropriate individuals of accreditation compliance/non-compliance issues and when necessary recommend corrective action plans AND,
13. Be committed to a high standard of the safety regulations and all of the Department's policies and rules and must be willing to report safety violations and potential policy violations to appropriate supervisory personnel AND,
14. Follows and support the mission, values, organizational philosophies, operational principals, code of conduct, and policies and procedures of the department AND,
15. Be present for and oversee any and all assessments, either mock assessment as mutually arranged for by the city and the contractor, and/or any on-site assessment scheduled by the Florida Accreditation Office AND,
16. Comply with all applicable city and police department policies regarding the use of city computer equipment and systems, social media and internet usage.
17. The contractor possesses and agrees to maintain a current Level 2 Criminal Justice Information Systems (CJIS) Security Awareness certification which currently expires December 9, 2024, a copy of which is annexed as Exhibit A.
18. The contractor agrees to publicly represent the city and its police department as the Accreditation Manager at any and all accreditation related events and/or meetings .

II. Compensation: The City agrees to pay unto the Contractor a sum of Sixty-Five Thousand Dollars (\$65,000.00) per year, for all services performed under the terms hereof. All reasonable expenses arising incurred by the contractor shall be reimbursed assuming same have been authorized prior to being incurred and with the provision of appropriate receipts.

The city shall also supply the contractor with a computer system that has access to the city's networking systems, to obtain proofs from the various areas of the city's network, this will include wireless access, internet access device, access to programs used by the police department such as the report management system etc., a licensed copy of the current Microsoft Office suite, Adobe Acrobat Pro and/or a communication device.

III. Limited Services: Contractor has represented to the City that they may be able to assist the City and its police department in improving the operational and administrative effectiveness of the City's Police Department and achieve accredited agency status under the provisions of the Commission for Florida Law Enforcement Program. The Contractor assumes no liability for any action(s) by the City, its officers, or employees in violation of the laws of the State of Florida and/or the policies and procedures of the City's police department approved by the City, and the City agrees to indemnify the Contractor as a result of any such willful disregard by its employees, officers, or agents.

The Contractor expressly agrees not to divulge, publish, or communicate any information regarding the City and or it's police department to any person(s) or entities without the express written consent of the City. All information obtained by the Contractor during this agreement and all suggestions and recommendations made by the Contractor to the City shall remain the proprietary information of the City, and the Contractor shall keep all such information confidential.

The contractor shall submit progress reports outlining the progress made towards project completion and anticipated dates of assessments.

IV. Future Managed Services Fees: Notwithstanding the foregoing, in the event that the City engages Contractor at a later time any such future agreements or extensions to this agreement, shall be in writing and substantially in the same form as this agreement.

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CJIS Certification and other major relevant documents

ABOUT THE CONTRACTOR

During my 32 years in Law Enforcement, I have been extensively involved in and supervised Accreditation, Traffic/DUI enforcement, Traffic Homicide Investigations, Patrol, Training, Recruitment, Communications, Code Enforcement, Property/Evidence room, School Resource Officers, Community Policing and Public Information/Relations.

I began my career with the Pasco County Sheriff's Office in 1990 as a Corrections Deputy. I was promoted to Training Officer in 1993 and also began assisting with their initial accreditation efforts.

I left the Sheriff's Office in 1995 and joined the Port Richey Police Department. In 1997 I was promoted to Field Training Officer and Traffic Homicide Lead Investigator. In 1998 I was promoted to Corporal and agency lead training instructor, my duties included supervising the Communications section, Property Evidence room, Training unit, Traffic Homicide Unit and Patrol. I began re-writing their General Order manual and completed it in late 1999, while working towards CFA Accreditation.

In the spring of 2000, I became employed by Pasco Hernando State College to teach at their Public Safety Academy, teaching Law Enforcement, Corrections and Security Guard Classes.

I am certified and taught all High Liability topics (Firearms, Police Pursuit Driving, Defensive Tactics, Medical First Responder and Conducted Electrical Weapons), crowd control, report writing, Officer Safety and Traffic.

In fall of 2000, I left the Port Richey Police Department and began my career with the Tarpon Springs Police Department working as a patrol officer. In 2001, I was assigned to assist with training. In 2002, I was assigned to administration to re-write the entire General Order manual to comply with Accreditation standards. In 2004, I was assigned as acting patrol supervisor and Traffic Homicide unit supervisor.

In 2005, I was appointed as lead instructor for Traffic Stops and Traffic Crash investigations, at Pasco Hernando State College. I was also selected by the Florida Department of Law Enforcement to assist them with re-writing the traffic and DUI curriculum in Tallahassee later that year.

In 2006, I received officer of the year honors for conducting our agency's first two DUI checkpoints, and assisting Florida Fish and Wildlife Conservation Commission with a Boating Under the Influence task force by training them and assisting with getting their intoxilyzer program back on track, for the Tampa Bay area.

Later on that year our Code Enforcement supervisor, inspector and clerk all retired, so I volunteered to go into the unit to assist with hiring three new employees and training them. In 2007, I had completed all the hiring and training in Code Enforcement and I was promoted to Corporal and placed in training and patrol part time.

In 2009, our School Resource Officer unit supervisor was fired for inappropriate relationships with students and another SRO was placed back on patrol for failure to report it, while another SRO also resigned. I volunteered to take this unit over to fix our relationship with the school system. I replaced the entire unit and assigned myself to the high school with a rookie officer and assigned two other veteran officers to cover the middle school and the other to cover our three elementary schools. In 2010, our School Resource Officer unit won best new crime prevention program of the year, from the State of Florida, for the new crime watch program and training we supplied our high school with.

In 2011, when Chief Kochen was appointed as permanent Chief, he informed me that one of his goals was to become an Accredited Agency and appointed me as the Accreditation Manager in 2011. As Accreditation manager we received our initial accreditation in 2012, first reaccreditation in 2015, second reaccreditation in 2018 with the team leader remarking the assessment as flawless, and our third reaccreditation in 2021. In June of 2013, I was promoted to Sergeant and maintained my position as Accreditation Manager. I have been conducting assessments for the Commission of Florida Law Enforcement Accreditation since 2013 and was assigned as a Team Leader in 2016. I became a Certified Accreditation Professional in 2017 and was recertified in 2020. I was appointed as the Training committee chairman in 2017 for the Florida Police Accreditation Coalition and held that position until my recent promotion. In 2017 I was also appointed to the Commission of Florida Law Enforcement Accreditation's Standard Review and Interpretations Committee. This committee meets three times a year to review, revise, delete and add standards to the required manuals to obtain and maintain accreditation.

In 2018, I presented the Accreditation Process and Best Business Practices classes at the Property Evidence Association of Florida conference.

In 2019, I received officer of the year honors for the Tarpon Springs Police Department for my dedication to excellence.

In 2020, I was also named the Assessment Team Leader of the Year by the Commission for Florida Law enforcement Accreditation.

On March 12, 2021, I was promoted to the rank of Major in charge of administration and currently I am still in charge of the Accreditation unit, Recruiting/Hiring , Training unit, THI unit and School Resource Unit while continuing to teach Traffic Homicide Investigations for the Florida Public Safety Institute and Several classes for the Florida Police Accreditation Coalition.

PROJECT TIME LINE

It is estimated that this project would take at a minimum 18 months to complete and the agency be accredited under the Commission for Law Enforcement Accreditation program.

The first step towards completing the process is to apply for participation through the Commission. The agency will receive an agreement, along with an invoice for their participation in the accreditation process and software fees. Once the agreement is signed, and it is returned to the Florida Accreditation office the 24-month self-assessment phase begins the date the Executive Director signs the agreement. Agencies have 24 months to call for an on-site assessment by a team of assessors from the FAO, but may call for an on-site after 12 months.

We will schedule a mock assessment 60-90 days prior to any scheduled assessment. It's the agency's responsibility to arrange for all aspects of the mock, except assessor selection, which will be completed by the contractor.

QUALIFICATIONS (PER THE CITY'S IDEAL LIST)

- 1. AT LEAST 10 YEARS OF EXPERIENCE AS A CERTIFIED FLORIDA LAW ENFORCEMENT OFFICER.**

CONTRACTOR: 32 YEARS (12/1990-PRESENT)

- 2. EXTENSIVE KNOWLEDGE OF THE FLORIDA ACCREDITATION PROCESS FOR LAW ENFORCEMENT.**

CONTRACTOR: HAS BEEN INVOLVED FOR 30 YEARS, FOR THREE DIFFERENT DEPARTMENTS

- 3. EXPERIENCE (FIVE MORE YEARS) AS CFA ACCREDITATION MANAGER WORKING IN FLORIDA LAW ENFORCEMENT AGENCIES.**

CONTRACTOR: WAS THE ACCREDITATION MANAGER FOR THE PORT RICHEY POLICE DEPARTMENT FROM 1999-2000. WAS WORKING AS AN ACCREDITATION MANAGER PART TIME FOR THE TARPON SPRINGS POLICE DEPARTMENT FROM 2002 TO 2010. FULL TIME ACCREDITATION MANAGER FOR THE TARPON SPRINGS POLICE DEPARTMENT FROM 2011 TO 2021.

4. EXPERIENCE WITH SUCCESSFULLY LEADING (AS A CFA ACCREDITATION MANAGER) A FLORIDA LAW ENFORCEMENT AGENCY THROUGH ITS INITIAL CFA ACCREDITATION PROCESS.

CONTRACTOR: I SUCCESSFULLY LED THE TARPON SPRINGS POLICE DEPARTMENT THROUGH THEIR INITIAL ACCREDITATION IN 2013. I HAVE ALSO ASSISTED THE TREASURE ISLAND POLICE DEPARTMENT (2022), THE CITY OF ALACHUA POLICE DEPARTMENT (2022), AND THE LAKE WALES POLICE DEPARTMENT (2023) THROUGH THEIR INITIAL ASSESSMENTS. I AM CURRENTLY AN ACCREDITATION MANAGER MENTOR WITH THE FLORIDA ACCREDITATION OFFICE.

5. EXPERIENCE WITH SUCCESSFULLY LEADING (AS A CFA ACCREDITATION MANAGER) A FLORIDA LAW ENFORCEMENT AGENCY THROUGH ITS FIRST REACCREDITATION PROCESS.

CONTRACTOR: I HAVE SUCCESSFULLY LEAD THE TARPON SPRINGS POLICE DEPARTMENT THROUGH 3 REACCREDITATION ASSESSMENTS AS WELL AS ASSISTING THE COCOA BEACH POLICE DEPARTMENT (2021). I HAVE ALSO ASSISTED THE FLORIDA ACCREDITATION OFFICE WITH TEACHING NEW ACCREDITATION MANAGERS.

6. EXPERIENCE IN PERFORMING FLORIDA POLICE AGENCY ACCREDITATION ASSESSMENTS STATEWIDE FOR THE CFA.

CONTRACTOR: I HAVE BEEN AN ASSESSOR FOR CFA SINCE 2013 AND A TEAM LEADER SINCE 2016, SINCE 2013 I HAVE CONDUCTED OVER 100 MOCK AND ONSITE ASSESSMENTS THROUGHOUT THE STATE OF FLORIDA ON CFA STANDARDS AND SEVERAL TECHNICAL VISITS TO ASSIST AGENCIES WITH SPECIAL PROBLEMS. I HAVE ALSO ASSISTED THE FLORIDA ACCREDITATION OFFICE WITH TEACHING NEW ACCREDITATION ASSESSORS.

7. EXPERIENCE AS CFA TEAM LEADER IN PERFORMING CFA ASSESSMENTS STATEWIDE.

CONTRACTOR: I HAVE LEAD OVER THIRTY ASSESSMENT TEAMS DURING THE PAST 7 YEARS

8. EXPERIENCE ON THE CFA STANDARD REVIEW AND INTERPRETATIONS COMMITTEE.

CONTRACTOR: I WAS APPOINTED TO AND HAVE BEEN A MEMBER OF THE CFA STANDARDS REVIEW AND INTERPRETATIONS COMMITTEE SINCE 2017

9. EXPERIENCE WITH POLICE POLICY AND DIRECTIVE FORMULATION.

CONTRACTOR: I HAVE RE-WRITTEN THE PORT RICHEY POLICE DEPARTMENT POLICY MANUAL AND FIELD TRAINING MANUAL IN 1998-2000. I REWROTE THE ENTIRE GENERAL ORDER MANUAL FOR THE TARPON SPRINGS POLICE DEPARTMENT IN 2002-2004 AND CONTINUALLY UPDATED THEM TO THE PRESENT TIME. I ALSO ASSISTED THE CITY OF TARPON SPRINGS IN REWRITING THEIR CITY PERSONNEL MANUAL IN 2018-2019.

10. EXPERIENCE WITH POWERDMS AND POWERDMS STANDARDS PROGRAMS FOR CFA ACCREDITATION.

I INCORPORATED THE USE OF AND ADMINISTERED THE POWERDMS SYSTEM FOR THE TARPON SPRINGS POLICE DEPARTMENT FROM 2011 TO THE PRESENT TIME AND ALSO ASSISTED IN INCORPORATING THE POWERDMS SYSTEM FOR ALL EMPLOYEES FOR THE ENTIRE CITY OF TARPON SPRINGS. DURING BOTH OF THE PREVIOUS SITUATIONS I TRAINED ALL THE EMPLOYEES AND ADMINISTRATORS ON HOW TO USE POWERDMS. I HAVE ALSO USED POWERDMS ON ALL OF MY ASSESSMENTS AND TAUGHT SEVERAL NEW TEAM MEMBERS ON HOW TO USE POWERDMS ON ASSESSMENTS.

CONCLUSION

I look forward to working with the City of New Port Richey, Chief Kochen, his command staff as well as City Manager Debbie Manns. I am confident that together we can rise to the challenges ahead of us and achieve our goal of being an "Accredited Agency" and seeing the decals adorning all the assets of the New Port Richey Police Department.,

If you have questions on this proposal, feel free to contact me at your convenience by email at [REDACTED] or by phone at [REDACTED] look forward to hearing from you.

Thank you for your consideration,

Frank Ruggiero

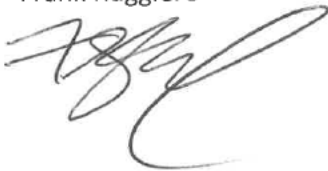


EXHIBIT A

CONTRACTORS CJIS CERTIFICATION



Awards relating to Accreditation:



FRANK RUGGIERO

For his professional excellence, perseverance, attention to detail and overall professionalism demonstrated as our agencies Accreditation Manager which was instrumental in our agency earning its initial accreditation from the Commission for Florida Law Enforcement Accreditation.



Award of Excellence

A stylized, handwritten signature in black ink.

Robert P. Kochen
Chief of Police



March 5, 2013



FLORIDA POLICE
ACCREDITATION COALITION, INC.
Post Office Box 490560
Key Biscayne, Florida 33149-0560



November 2, 2017

Sergeant Frank Ruggiero
Accreditation Manager
Tarpon Springs Police Department
444 South Huey Avenue
Tarpon Springs, FL 34653

RE: Certified Accreditation Professional

Dear Sgt. Ruggiero:

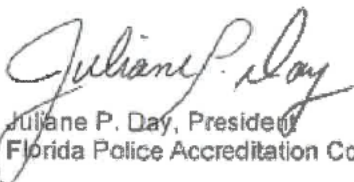
On behalf of the Executive Board of the Florida Police Accreditation Coalition (FLA-PAC), it is our honor to inform you that you have earned the designation of Certified Accreditation Professional.

This is a singular achievement and difficult to obtain. To become certified, you must have demonstrated advanced knowledge and expertise in every area of accreditation, and must have successfully guided your agency through the accreditation process. Becoming certified in this field required hard work and extraordinary effort during which you have personally completed a grueling review process which examined every aspect of your experience, knowledge and commitment to accreditation.

You have now become part of a very small group of professionals. Although there are many assigned to criminal justice accreditation, not all can earn the CAP award. Your diligence in mastering this specialized field is commendable and has distinguished you as an individual who has reached the pinnacle of achievement in this profession.

As of this date, you shall be recognized as a Certified Accreditation Professional for a period of three years.

Respectfully,


Juliane P. Day, President
Florida Police Accreditation Coalition, Inc.


Wanda H. White, Chair
Certified Accreditation Professional Committee

c: Chief Robert P. Kochen

The Southern Police Institute

Department of Criminal Justice
College of Arts and Sciences
University of Louisville

on recommendation of its faculty and by virtue of the authority
vested in it by the trustees of the university has awarded to

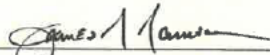
Frank C. Ruggiero

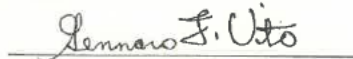
this certificate as evidence of the satisfactory completion of the

Command Officers Development Course

Given in the City of Louisville in the Commonwealth of Kentucky
in the United States of America in the year of Our Lord two thousand
and seventeen on this seventeenth day of February.




President of the University of Louisville


Chair, Criminal Justice


Dean of the College of Arts and Sciences


Director of the Southern Police Institute



This is to certify that

Frank Ruggiero

has satisfactorily completed a 2-hour workshop

Team Leader Training
June 21, 2016


FAO Staff



**FLORIDA POLICE
ACCREDITATION COALITION, INC.**
3701 NE 22 Ave
Lighthouse Point, Florida 33064



June 18, 2020

Dear Chairperson Wanda White,

Please accept this letter as documentation for Sergeant Frank Ruggiero.

Sergeant Ruggiero has served as the Chairperson for the Training Committee for the past several years. I hope that you accept this letter as the necessary documentation for his Certified Accreditation Professional Recertification application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marcie Sims".

Marcie Sims, President
Florida Police Accreditation Coalition

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L23000179273
FILED 8:00 AM
April 11, 2023
Sec. Of State
amrivers

Article I

The name of the Limited Liability Company is:
FRANK RUGGIERO CONSULTANTS LLC

Article II

The street address of the principal office of the Limited Liability Company is:



The mailing address of the Limited Liability Company is:



Article III

Other provisions, if any:
LAW ENFORCEMENT CONSULTANTS

Article IV

The name and Florida street address of the registered agent is:

