

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Management Training Services for Rockland County Police and Public Safety Academy – Use of Force Coordinator**

Contract Period: January 1, 2023, through December 31, 2023 w/ 4 one-year options

Original Date of Issue: December 23, 2022

Date of Revision:

RFP No: **RFP-RC-2022-040**

Ordering Method: **Order by special request**

Authorized Users: County Agencies

Address Inquires To:

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Description

This contract is to provide management, training, and consulting services for the Rockland County police and public safety academy.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 22-040	0000024726	Progressive Training Concepts Inc. 24 Pine Street Cornwall on Hudson, NY 12520 Contact: John J. Smith jsmithptcinc@gmail.com	845-893-5379

Edwin J. Day, County Executive

TITLE: MANAGEMENT TRAINING SERVICES FOR ROCKLAND COUNTY POLICE &
PUBLIC SAFETY ACADEMY-USE OF FORCE COORDINATOR

RFP NUMBER:
RFP-RC-2022-040

COST PROPOSAL TEMPLATE

USE OF FORCE COORDINATOR

I, JOHN J. SMITH PIC INC propose to provide the
consulting services of Use of Force Coordinator as outlined in RFP-RC-2022-040 for the Annual Sum of:

\$ 97,000.00

(Annual Sum – Dollars and Cents)

NINETY SEVEN THOUSAND DOLLARS AND ZERO CENTS

(Annual Sum – Written Out)

JOHN J. SMITH

(Name)

[Signature]

(Signature)

11/14/22

(Date)

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: **Proposal Submittal Procedures** for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

Edwin J. Day, County Executive**TITLE: MANAGEMENT TRAINING SERVICES FOR ROCKLAND COUNTY POLICE & PUBLIC SAFETY ACADEMY-USE OF FORCE COORDINATOR****RFP NUMBER:
RFP-RC-2022-040****STATEMENT OF OBJECTIVES -SCOPE OF WORK**

The County of Rockland is seeking a contractor to provide professional management, training, and consulting services and to be responsible for the daily operations of the Rockland County Police & Public Safety Academy. The Rockland County Police & Public Safety Academy is operated under the authority of the Office of the Sheriff of Rockland County and the Police Chiefs Association of Rockland County, Inc. The County is seeking to contract with a consultant or consultant firms who will be responsible for continuous efforts to improve individual and organizational performance by developing human potential through professional training programs. The County has identified the need for one (1) consultant position to assist in the daily operations of the Academy.

NOTE: Please note that you will be required to submit (upload on Bonfire) a separate Technical Proposal and Cost Proposal for the consultant position that you are submitting a response for. Please see Submission Instructions that begin on Page 11. It is highly recommended that you begin the process to submit your proposal 24-48 hours prior to the due date and time, to allow sufficient time to complete your submission. Late proposals will not be accepted, and the Bonfire system will prohibit any submissions after the due date and time for submission.

The consultant position required by the Academy is: Use of Force Coordinator

Preferred General qualifications for Use of Force Coordinator Consultant Position: (The proposal for the Consultant Position must provide a detailed response to each preferred qualification)

- 1) Extensive training in a variety of law enforcement topics.
- 2) 15 years of full time Law enforcement service, with 5 years as a supervisor.
Baccalaureate degree from an accredited college or university
- 3) Prior experience in developing and conducting recruit and in-service training programs at an Academy level.
- 4) Knowledgeable in government purchasing and budgeting procedures.
- 6) Ability to coordinate and schedule simultaneous programs days, evenings, and weekends.
- 7) The ability to complete the terms and conditions of the contract under the guidance and direction of the Academy Director.
- 8) Proven ability to work as a team member of a law enforcement training academy, contributing and assisting fellow instructors in the accomplishment of an Academy's goals and mission.
- 9) New York Division of Criminal Justice Services and Federal Bureau of Investigation Certified law enforcement Firearms and (or) Defensive tactics Instructor.
- 10) Certifications and (or) certified instructor in the following Police Use of force options:
 - a. Conductive electronic devices
 - b. Less than lethal police munitions
 - c. Chemical munitions
 - d. De-escalation techniques
- 11) Past experience running a firearms training facility or range.
- 12) Familiarization in modern day range regulations and standards in order to conform to safety, health, and municipal laws, and familiarization with current Federal, NYS, and local firearms laws.

Edwin J. Day, County Executive**TITLE: MANAGEMENT TRAINING SERVICES FOR ROCKLAND COUNTY POLICE & PUBLIC SAFETY ACADEMY-USE OF FORCE COORDINATOR****RFP NUMBER:
RFP-RC-2022-040****Listed below are the responsibilities and specific position functions for the USE of FORCE COORDINATOR Consultant Position.**

The Use of Force Coordinator shall perform services under the authority of Police Chiefs' Association of Rockland County, Inc. in conjunction with the Office of the Sheriff of Rockland County and under the supervision of the Academy Director.

The Use of Force Coordinator shall be responsible for designing and implementing Use of Force training which meets or exceeds the standards set by the state of New York Division of Criminal Justice services, Office of Public Safety. This training applies to both recruits and in-service programs and specialized tactical training courses conducted by the Rockland County Police & Public Safety Academy.

The Use of Force Coordinator will ensure that the overall use of force training is conducted in a safe manner while achieving the desired duty relevant training objectives. Additionally, he will ensure that there is consistency and continuity within the training. Techniques presented by defensive tactics instructors must be compatible and consistent with the techniques and procedures presented by the firearms instructors.

The Coordinator will conduct training in Aerosols Subject Restraint Device and Conducted Energy Device as needed. Lesson plans for all use of force training will be written or reviewed and approved by the Use of Force Coordinator prior to submission to the Academy Director, for final approval. Use of Force instructors will be scheduled, supervised, and evaluated by the Coordinator. The Coordinator will be responsible for scheduling appropriate facilities for various segments of training. Additionally, he will have direct supervision and control over the Firearms Training Facility and any training conducted at the site.

The Coordinator will oversee the Academy LEOSA (Law Enforcement Officers Safety Act) program.

The Coordinator is expected to assist as needed or directed by the Academy Director in the day to day operations of the Police Academy, this may include but is not limited to; answering phones, documenting incidents or training, covering training when another instructor is unable to due to exigent circumstances. The Coordinator will also be expected to maintain any certification(s) related to their specific job descriptions or as designated by the Academy Director.

The Use of Force Coordinator is expected to participate in and attend those professional meetings and seminars, as approved by the Director, which directly relate to police use of force and use of force training. It is considered necessary for the Coordinator to remain fully informed of any significant changes to procedures and methodology regarding the training of the use of force within the law enforcement community.

The Coordinator will insure that the curriculums and lesson plans are written, approved, maintained, and updated. This will include coordinating with the State and/or other government agencies to ensure compliance with mandated record management and curriculum. Maintain instructor files and acquire special instructor certifications when necessary.

The Coordinator will conduct meetings with the training officers of the agencies that attend training at the Academy to identify training needs, instructor availability and other concerns.

The Coordinator will provide ongoing training for instructors regarding the use of computer controlled reactive targets and running targets. The Coordinator shall be responsible for submitting budget requests to the Academy Director.

The Coordinator may be required to perform such other related duties and assigned such other related responsibilities by the Academy Director.