

**Request for Proposal  
Village of Millerton  
ORGANIZATIONAL STUDY OF POLICE DEPARTMENT**

Issue Date: July 6, 2022

The Village of Millerton (the “Village”) is requesting proposals from qualified parties for an organizational study to be completed for the Police Department.

**Project Background and Description**

The Village Board identified a need for an organizational study of the Village Police Department. The Village Police Department currently has seven part-time police officers listed on the Civil Service roster plus one part-time police officer assigned to the Town of North East Town Court and one part-time “Senior Police Assistant”. There is currently no police chief or sergeant.

The Village is seeking a neutral and experienced review by a third-party professional consultant to evaluate and compare the Village of Millerton police services with those of other comparable municipalities. The analysis will assess the traditional core services currently being provided and also the operational costs including employee compensation and benefits. The final deliverable will include a full report to be completed in a reasonable amount of time.

**Estimated Timeline**

Proposals Due      July 29, 2022

Village Board will review the proposals, confer with counsel, and anticipates choosing a successful bidder within 4-6 weeks.

**Project Scope**

1. Review Civil Service job descriptions of current positions.
2. Interview Elected and Law Enforcement Officials about police services and related duties and responsibilities in the Village and in similar municipalities.
3. Research comparable municipalities about police services, staffing levels, management, resources, performance, and compensation.
4. Review equipment and vehicle fleet to perform current police services in the Village and in similar municipalities.
5. Review current training provided to police officers in the Village and in similar municipalities.

6. Assess costs associated with any recommendations or considerations for altering police services, related duties, and/or responsibilities.
7. Based on research and analysis listed above, provide written report of findings and recommendations for the Village Board to consider (both short-term and long-term).
8. Present findings and recommendations to Village Board at a public meeting.

### **Proposal Content**

The proposal should address the following:

#### A.) Transmittal Information.

1. Contractor's name, address, telephone number and contact person.

#### B.) Approach.

1. Description of the professional services to be provided.
2. Description of professional staff who will do the research and analysis.
3. Methods for obtaining information from comparable municipalities.
4. Approach for communication with staff and officials.
5. Estimated hours for all tasks listed in the Project Scope (above).

#### C.) Contractor Experience.

1. Description of related experience, particularly experience of a similar capacity on projects of comparable size and/or scope.

#### D.) Cost.

1. Itemize costs based on each task and include a final cost for services.

#### E.) Contract

1. Attach sample of professional services agreement (if available) for these types of services.

#### F.) References

1. Provide at least three references of current or previous clients.

### **Selection Criteria**

The Village will consider the following in evaluation of the proposals:

1. Past record of performance of the consultant and team on similar projects.
2. Quality and content of the written proposal.
3. Experience and technical competence of the consultant assigned to the program.

4. General understanding of agreement with the consultant's approach to the project, including the Village's confidence in the consultant's ability to satisfactorily perform the work.
5. Ability to perform the analysis within the necessary parameters.
6. Cost to execute services.

### **Submittal Instructions**

1. Provide a digital copy of the proposal via email only to:  
Village Clerk, Kelly Kilmer – [clerk@villageofmillerton-ny.gov](mailto:clerk@villageofmillerton-ny.gov)  
Mayor Jenn Najdek, Village of Millerton - [jnajdek@villageofmillerton-ny.gov](mailto:jnajdek@villageofmillerton-ny.gov) \*

\* Applicant shall Identify proposal name into subject line of the email: Organizational Study of Police Department

2. Proposals will be accepted on or before July 29, 2022, at 4:00 p.m. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to Mayor Jenn Najdek identified above. Contact with elected officials and other staff members is grounds for disqualification.