



REQUEST FOR QUOTES

SUBJECT MATTER EXPERT TRAINING PROVIDER FOR CRIMINAL & TERRORIST IDENTIFICATION

Due: Thursday, January 05, 2023, 5:00PM

Through the San Mateo County Sheriff's Office (County), the Northern California Regional Intelligence Center (NCRIC) is seeking the services of a Subject Matter Expert (SME) to provide the NCRIC with intensive multi-disciplinary training to law enforcement, public safety, government, military, and private sector professionals with training to strengthen anti-terrorism readiness throughout the NCRIC's area of responsibility (AOR).

1. CONTRACT TERM

- A. The term of this contract shall not exceed a twelve-month period.
- B. Contractor shall provide a minimum of two (2) classes within the contract period, not to exceed ten (10) over the course of the contract. Each class will have a minimum of one hundred (100) students.

2. COST SCHEDULE

- A. The total amount for this contract shall not exceed \$161,000/year.
- B. All costs shall be firm and fixed throughout the contract period and shall include costs for all instructor(s) expenses, including travel, per diem, honorarium, and all related compensation for instruction materials and development. No additional charges shall be allowed.

3. SUBMISSION INSTRUCTIONS

- A. Submission is due by 5:00PM, Thursday, January 05, 2023.
Submit via email to:
fiscal@ncric.ca.gov
Subject Line: RFQ – Criminal and Terrorist Identification
- B. Content Requirements
 - a. Format
 - i. Number all pages of quote. Label and order each section as follows:
 - a) Cover Letter – No longer than one (1) page, signed by an individual authorized to execute legal documents for the contractor, identifying the materials submitted.
 - b) Authorized Contacts – Identify the name and title of the person to contact regarding the quote, as well as other individuals authorized to represent the contractor in contract negotiations.
 - c) Table of Contents – Listing of all major topics and their respective page numbers.
 - d) Exceptions to the Solicitation, or to the final revised solicitation, if any.
 - e) Technical Proposal
 - f) Supplementary Documents, as requested
 - g) Price Sheet
 - b. Technical Contents
 - i. Explain responses so as to be understood by people unfamiliar with industry jargon. Use drawing, diagrams, schematics, and illustrations as needed, but do not simply refer readers to an exhibit or other section of the proposal in lieu of a complete response.
 - ii. Addressing each requirement outlined in this solicitation in the order presented. Describe how the requested goods and/or services will be provided.

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- iii. Specify any needs for physical space or equipment that County and/or NCRIC must provide during the engagement.
 - c. Supplementary Documents
 - i. If additional documents and materials are appropriate, or have been requested by the County and/or NCRIC, provide in the following order as applicable:
 - a) Minimum Qualifications.
 - b) Organizational Capacity and Experience – Describing work of a similar nature undertaken for a similar entity.
 - c) Samples, drawings, illustrations, and related items.
 - d) Attachments, certifications, and forms, executed as applicable.
 - d. Price Sheet
 - i. Place all cost and pricing data on a separate page/file named “PRICE SHEET.”
 - ii. Alternative Price Proposals may be submitted, but only in addition to, not in lieu of, the requested Price Proposal. If submitting an alternative Price Proposal, clearly identify it as an alternative.
 - iii. Include prices for the base period of service and if applicable, for each additional year, including option years.
4. SELECTION CRITERIA
- A. The following criteria is listed in order of importance.
 - a. Ability to demonstrate subject matter expertise.
 - b. Price.
 - c. Years and type of experience.
 - d. Availability.
5. MINIMUM QUALIFICATIONS
- A. Contractor shall have a minimum of 3 years of substantial experience instructing federal, state, local, and military students on a strategic, tactical, and operational level on terrorist identification and methods of such extremists based on the Federal Bureau of Investigation (FBI) motivated violent extremists’ documentation and active shooters. Contractor shall show evidence of demonstrated success, as verified in student reviews, teaching this material to like-audiences in a fusion center environment.
 - B. The authors and instructors of this material shall have expert knowledge in interdiction, deceptive behavior, concealment methods, suspicious activity reporting (SAR), and 28 CFR Part 23, and keeping this knowledge up-to-date and current based on world events. Authors and instructors shall have a law enforcement background in patrol and/or governmental level major investigations and be able to translate this experience into useful and practical instruction to first responders in a dynamic and engaging manner.
 - C. Contractor shall provide a minimum of two (2) verifiable references covering work or contracts completed. The references must be from a credible training organization that conducts training for law enforcement, DHS certified Fusion Centers, mental health professionals, and/or fire personnel.
 - D. Contractor’s course should be currently under review or certified and recognized as a DHS and California Peace Officers Standards and Training (POST) approved course.
 - E. Contractor shall have expert knowledge of California and Federal Laws and Regulations applicable to the field of investigations and transportation of illicit materials, such as drugs, weapons, explosive devices, or components.

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6. BACKGROUND

The United States Department of Homeland Security (DHS) and the State of California Office of Emergency Services (Cal OES) has designated the Northern California Regional Intelligence Center (NCRIC) as the regional Fusion Center for the fifteen (15) counties of the federal Northern District of California. The NCRIC fusion center serves as the focal point for the receipt, analysis, gathering and sharing of threat-related information between the federal government and state, local, tribal, and private sector partners in an effort to prevent, protect against and respond to threats in the NCRIC's AOR. The NCRIC, as a component of the national-level, decentralized, and coordinated terrorism-related information sharing environment, also assists in preventing, identifying, mitigating, responding to, and recovering from terrorist and homeland security threats.

The NCRIC is funded by federal State Homeland Security Program funds, for which the State of California Office of Emergency Services (Cal OES) serves as the grantee. This contract will be funded through such federal grant funds.

7. SCOPE OF WORK

- A. Provide a specialized course addressing detection, interdiction, and disruption strategies for law enforcement in combatting domestic extremists and the fundamentals of extremists based on the FBI's motivated violent extremists' documentation and their impact on the homeland and law enforcement community.
- B. Equip law enforcement and other first responders with the skills and tools necessary to proactively recognize indicators of all forms of extremism with relevant nexus to international terrorism, domestic terrorism, and multi-jurisdictional crime and how to effectively handle and de-escalate an encounter to proactively prevent a potential violent attack.
- C. Provide students the knowledge and skill set to recognize and report pre-incident indicators of terrorism and domestic extremism, specifically where commercial and passenger vehicles are involved. Deliver concepts of vehicle stops and officer safety best practices with an emphasis on conversation skills and concealment locations.
- D. Provide students with the knowledge above using relevant case studies, reviewing relevant extremist attacks within the United States that had a nexus to international threat actors, reviewing motives and ideology of Terrorist Identification and Apprehension and their impact, and utilizing staged vehicles for hands-on practice.
- E. Provide students the ability to take the concepts and tools taught during the course back to their different agencies and organizations and examine how they can be used for preparing to meet the threat of these individuals.

8. DELIVERABLES

- A. Contractor shall provide any necessary equipment, training aids, participant guidebooks and materials needed for all courses.
- B. Contractor shall provide the NCRIC with an expanded course outline of the proposed course.
- C. Contractor shall develop all concepts and lesson plans, power points, student handouts and have same delivered to the NCRIC in adequate time to have these materials entered into the POST EDI for POST certification.
- D. Contractor shall prepare all materials as required by Cal OES for delivery to the Office of Domestic Preparedness (ODP) National Training and Education Division (NTED) to make training funds available for this project.

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