



REQUEST FOR PROPOSALS

SUBJECT MATTER EXPERT TRAINING PROVIDER FOR HIDTA COUNTER-NARCOTICS TRAINING

Due: Friday, March 29, 2024, by 5:00PM

Through the San Mateo County Sheriff's Office, the Northern California High Intensity Drug Trafficking Area (NC HIDTA) is seeking the services of a Subject Matter Expert (SME) to provide the NC HIDTA with intensive multi-disciplinary training to law enforcement, public safety, government, and military professionals with training to strengthen counternarcotic and officer safety readiness throughout the NC HIDTA area of responsibility (AOR) within the Federal Northern District of California from Monterey County to Del Norte County.

I.1 CONTRACT TERM

- A. The term of this contract shall not exceed a thirty-six-month (36) period.
- B. Contractor shall facilitate a minimum of fifty (50) training events and/or courses per year within the contract period. Each training event or class will have a maximum of five hundred (500) students.

I.2 COST SCHEDULE

- A. The total amount for this contract will be \$60,000/year - \$68,000/year.
- B. All costs shall be firm and fixed throughout the contract period. NC HIDTA will provide grant funds to include costs for instructor expenses, including travel, per diem, honorarium, and all related compensation for instruction materials and development. Travel costs for contractor may be incurred and reimbursed by the NC HIDTA with pre-approval from NC HIDTA management.

I.3 SUBMISSION INSTRUCTIONS

Submissions are due by 5:00PM, Friday, March 22, 2024.

- A. Submit via electronic mail to the address listed below.

Email: ngarcia@ncric.ca.gov

Subject Line: NC HIDTA TRAINING COORDINATOR

- B. Content Requirements

(1) Format

Number all pages of proposal. Label and order each section as follows:

- (a) Cover letter - no longer than one 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 the person to contact regarding the quote, as well as all other individuals authorized to represent the organization in contract negotiations.
- (c) Table of Contents - listing 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.

(2) Technical Contents

- (a) Explain responses so as to be understood by people unfamiliar with industry jargon. Use drawings, diagrams, schematics, and illustrations as needed, but do not simply refer



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readersto an exhibit or other section of the proposal in lieu of a complete response.

- (b) Addressing each requirement outlined in this solicitation in the order presented, describe how the requested goods and services will be provided.
 - (c) Specify any needs for physical space or equipment that the County must provide during the engagement.
- (3) Supplementary Documents
- If additional documents and materials are appropriate, or have been requested by the County, 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.
- (4) Price Sheet
- (a) Place all cost and pricing data in a separate page/file named "PRICE SHEET".
 - (b) 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.
 - (c) Include prices for the base period of service and if applicable, for each additional year including option years.

I.4 SELECTION CRITERIA

The following criteria is listed in the order of importance.

- A. Ability to demonstrate subject matter expertise
- B. Price
- C. Years and type of experience
- D. Availability

I.5 MINIMUM QUALIFICATIONS

- A. Contractor shall have a minimum of 3 years of substantial experience instructing, coordinating, and providing federal, state, local, tribal, territorial and military students on a strategic, tactical and operational level on counternarcotic investigations, with specific emphasis on the investigation, prosecution, management, analysis, and technology. Contractor shall show evidence of demonstrated success, as verified in student reviews, prior years course presentations, and letters of recommendations.
- B. The authors and instructors of the material presented in the described courses shall have expert knowledge in all forms of counternarcotic investigations, with specific emphasis on criminal investigation and prosecution, management, analysis, and technology and keep this knowledge up to date and current based on world events. Authors and instructors shall have a law enforcement background in patrol, investigations, analysis, prosecution, and technology, and/or governmental level



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major investigations and be able to translate this experience into useful and practical instruction to course students 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, professional associations, or HIDTAs.
- D. Contractor's courses shall be available for review and certification for recognition as a HIDTA 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 counternarcotic investigations.

I.6 BACKGROUND

- A. The NC HIDTA AOR is located along the California coast and consists of 13 counties ranging from Central to Northern California. In 1997, the NC HIDTA was established in accordance with Title 21, US Code, Section 1706, to facilitate cooperation among federal, state, local, and tribal law enforcement agencies to share information and implement coordinated enforcement activities; to enhance law enforcement intelligence sharing among federal, state, local, and tribal law enforcement agencies; to provide reliable training to law enforcement officers, analysts, and management in effective enforcement strategies and operations; and support coordinated efforts to maximize use of available resources to reduce the supply of illegal drugs in designated areas and in the United States as a whole. The NC HIDTA supports eight (8) enforcement initiatives, three (3) support initiatives, and an intelligence sharing initiative. NC HIDTA provides resources through 23 task force operations, including 300 task force officers, analysts, and managers representing 71 unique partner agencies, to reduce the supply of drugs to the AOR.

I.7 SCOPE OF WORK

- A. Identification of a variety of relevant training curriculum, instructor selection, subject matter selection, coordination of travel, lodging, venue and materials organization, maintenance of attendance records and preparation of associated reports concerning training provided.
- B. Coordinate with representatives of other local and statewide agencies, organizations, and associations.
- C. Facilitate the actual training presentations as needed and based on availability of other NC HIDTA staff to attend such presentations; coordinate virtual training presentations where practical and efficient.
- D. Routinely communicate with the NC HIDTA Director and/or Deputy Director on the status of future training endeavors.
- E. Review, evaluate and prepare written reports concerning all aspects of the NC HIDTA Training Initiative operation, functionality, and effectiveness, making recommendations for initiative modifications or changes as needed. Reports may include, but are not limited to budget, training statistics for HIDTA Performance Management Program, training plans, and required initiative descriptions.
- F. Manage the training portion of the NC HIDTA's web site. Develop and maintain the NC HIDTA electronic training request system and monitor and approve related travel, travel profiles, and state



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level tracking.

- G. Develop course evaluation tools to determine information or training gaps.
- H. Complete other associated short-term projects as directed by the NC HIDTA Director, his designee, or the NC HIDTA Executive Board.

I.8 DELIVERABLES

- A. Contractor shall provide the NC HIDTA with expanded course outlines for all proposed courses.
- B. Contractor shall coordinate the development of all concepts and lesson plans, power points, student handouts and have same delivered to the NC HIDTA in adequate time to have these materials entered the POST EDI for POST certification, if applicable.
- C. Contractor shall participate with the national HIDTA Training Coordinator Committee, with participation from the Office of National Drug Control Policy, to meet all training deliverables as expected to achieve the national HIDTA goals to measurably reduce the availability of illicit drugs and drug-related crime and violence in the United States.