



# REQUEST FOR PROPOSALS

## SUBJECT MATTER EXPERT TRAINING PROVIDER FOR COMBATTING DOMESTIC EXTREMISTS

*Due: Thursday, April 04, 2024, 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 state of California.

### 1. CONTRACT TERM

- A. The term of this contract shall not exceed a 24-month period.
- B. Contractor shall provide a minimum of four (4) symposiums throughout the State of California 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 \$150,000/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, April 04, 2024.  
Submit via email to:  
[ngarcia@ncric.ca.gov](mailto:ngarcia@ncric.ca.gov)  
Subject Line: RFP – Combatting Domestic Extremists
- B. Content Requirements
  - a. Format
    - i. Number all pages of proposal. 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 drawings, 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.

NCRIC  
RFP  
Combatting Domestic Extremists  
Due: 04/04/2024





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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 grant funds received from Cal OES.

### 7. SCOPE OF WORK

- A. Provide a specialized symposium addressing the fundamental aspects of domestic extremists, identifying foreign and domestic threat actors, outlining the role of public safety and first responders in combatting domestic violent extremists, and reviewing and discussing case studies.
- B. Provide students with the knowledge and skill set to proactively recognize and report pre-incident indicators of all domestic violent extremists with relevant nexus to international terrorism, domestic terrorism, and multi-jurisdictional crime, and discuss their impact on homeland security/public safety.
- C. Enhance the student's knowledge and facilitate situational awareness, suspicious activity reporting (SAR) procedures, and the intelligence process.
- D. Provide students with 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 utilized.

### 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.