



# REQUEST FOR PROPOSALS

## NORTHERN CALIFORNIA HIGH INTENSITY DRUG TRAFFICKING AREA INVESTIGATIVE SPECIALIST – CRIME GUN

*Due: Friday, June 7, 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 an Investigative Specialist for its Crime Gun initiative. The Investigative Specialist will research and collect relevant information regarding crime guns, evaluate the significance of collected information, analyze, and interpret the processed crime gun information, draw fact-driven, analytical conclusions based on analysis, and communicate analytical conclusions in written and oral format.

### **I.1 CONTRACT TERM**

- A. The term of this contract shall not exceed a thirty-six-month (36) period.

### **I.2 COST SCHEDULE**

- A. The total amount for this contract will be \$70,000/year - \$75,000/year.
- B. All costs shall be firm and fixed throughout the contract period. 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, June 7, 2024.

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

Email: [ngarcia@ncric.ca.gov](mailto:ngarcia@ncric.ca.gov)

Subject Line: INVESTIGATIVE SPECIALIST – CRIME GUN

- 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 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



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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. Years and type of experience
- C. Price
- D. Availability

#### **I.5 MINIMUM QUALIFICATIONS**

- A. Contractor shall have a college degree in criminal justice or public administration studies, or a similarly related discipline and a minimum of 5 years of progressively responsible technical or professional experience in the field of law enforcement or a combination of law enforcement, and/or military, and/or appropriate public sector experience, training, and education that would likely provide the knowledge, skills, and abilities required to meet the demands of the position.
- B. Contractor must be able to pass a thorough law enforcement background investigation and obtain a National Security Clearance.
- C. Proficiency and demonstrated skills in Microsoft Word, Outlook, PowerPoint, and Excel.
- D. Ability to communicate effectively.
- E. Ability to remain flexible working in a fast-paced multi-responsibility mission critical operation.
- F. Perform effectively with analysts, detectives, and agents working in a task force environment.



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### **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. Research and collect relevant information regarding crime guns.
- B. Coordinate with the US Bureau of Alcohol, Tobacco, Firearms and Explosions (ATF) in the use and access to all National Integrated Ballistic Information Network (NIBIN) locations in the Northern California HIDTA region.
- C. Develop skill and ability to utilize law enforcement databases, to include NIBIN, eTrace, the NIBIN Enforcement Support System (NESS), other local, state, and federal law enforcement databases and software to effectively:
- Evaluate the significance, correlation, and validity of collected information.
  - Analyze and interpret the processed crime gun information.
  - Draw fact-driven, analytical conclusions based on linkage of otherwise unassociated gun crimes to identify and further support major crime investigations.
- D. Communicate analytical conclusions in written and oral format.
- E. Research criminal databases, comprehensive investigation and intelligence reports, multiple computer data files, and other sources of information needed to identify the key elements necessary for responding to requests.
- F. Utilize Internet navigation and open-source intelligence research.
- G. Learn and comprehend federal, state, and local guidelines, applicable laws, regulations, policies and procedures regarding the collection, retention, and sharing of criminal intelligence.

### **I.8 DELIVERABLES**

- A. Contractor shall develop expertise level knowledge of programs and resources, such as NIBIN, NESS, and local crime gun intelligence center databases.
- B. Contractor shall develop a NC HIDTA Crime Gun Intelligence protocol for implementation of utilizing effective crime gun tools, such as NIBIN, eTrace, and local software, throughout the NC HIDTA Task Force network.
- C. Contractor shall increase the number of NIBIN entries and analysis through effective



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communication and support with designated task force personnel for processing, collecting, and analyzing of crime gun data.

- D. Contractor shall provide written documentation of improved reporting through statistics for reporting to quarterly Executive Board meetings, quarterly bulletins, and annual threat assessment and performance management program requirements.
- E. Contractor may assist with development and execution of training relative to the Scope of Work and capabilities developed.