

**REQUEST FOR PROPOSALS
(RFP)
for
2000 LOCAL LAW ENFORCEMENT BLOCK GRANTS PROGRAM
funded by
The Illinois Criminal Justice Information Authority**

GENERAL INFORMATION

To be accepted for consideration, submissions must meet the requirements presented in this RFP.

Project Length: A maximum of 12 months beginning on or after April 1, 2001.

Available Funds: The U. S. Department of Justice's Bureau of Justice Assistance awarded \$1,105,534 to the Illinois Criminal Justice Information Authority for the fiscal year 2000 Local Law Enforcement Block Grants (LLEBG) program. The Illinois Criminal Justice Information Authority will make awards through a competitive process, for individual equipment grants in amounts from \$5,000 to \$20,000. A minimum of 75% of the funds will be available for units of local government with populations less than 25,000 and the remaining 25% for those with populations of 25,000 or greater. Only one proposal can be submitted by each eligible unit of local government.

Match: Federal funds provided under a grant from this program may not be used for more than 90% of the total cost of the equipment. The remaining portion of the equipment cost must be met through a cash match contribution from one of the following sources: state or local government funds; the Housing and Community Development Act of 1974; the Appalachian Regional Development Act; the Equitable Sharing program; or private funds.

Eligibility: Only units of local government that did not qualify for direct federal funds from the U.S. Department of Justice's Bureau of Justice Assistance for the LLEBG program are eligible to apply for these funds. Units of local government may apply on behalf of municipal law enforcement agencies and sheriff's departments. For purposes of this program, a unit of local government is a county, town, township, or city that is a unit of local

government as determined by the Secretary of Commerce for general statistical purposes, which carries out substantial government duties and powers. An award under the Community Oriented Policing Services (COPS) program does **not** affect the eligibility of an agency for the LLEBG program. In addition, priority will be given to proposals submitted by agencies that have not received LLEBG funding from the Authority in past years.

Proposal Deadline: Proposal packages must be received by **12:00 noon on Friday, January 12, 2001.**

- Facsimile transmissions will not be accepted.
- Late submissions will not be accepted.

Questions: Call the Illinois Criminal Justice Information Authority's (Authority) toll free number at 1-888-425-4248 or check our website at www.icjia.state.il.us.

To be accepted for consideration, submissions must meet the requirements presented in this RFP.

SECTION I: OVERVIEW

The Omnibus Federal Fiscal Year 2000 Appropriations Act (Public Law 105-119) authorizes the U.S. Department of Justice's Bureau of Justice Assistance to make funds available to units of local government under the Local Law Enforcement Block Grants program, for the purposes of reducing crime and improving public safety. Since the program began in FY96, Illinois has received \$134.7 million. \$5,193,289 has passed through the Authority to local units of government to fund grants for police vehicles, computers, officer safety equipment, etc. In FY00, Illinois is eligible to receive approximately \$25 million in federal funds for this program; approximately \$23.9 million of this amount is being directly awarded by the federal government to units of local government in Illinois according to a formula based on population and violent crime rates. The Governor has designated the Illinois Criminal Justice Information Authority as the state agency to administer the remaining \$1,105,534 in funds. Units of local government that did not qualify for the direct award of federal funds may apply to the Authority for a share of these funds.

Proposal development should carefully adhere to the requirements listed in this RFP and:

- Be as concise as possible, yet include important details and address the requirements presented herein;
- Use language that is non-technical, wherever possible; and
- Clearly and fully respond to all required elements of this RFP.

SECTION II: BACKGROUND

The Authority is the state agency charged with the administration of the Local Law Enforcement Block Grants (LLEBG) program in Illinois. Following consideration of information about the needs of Illinois law enforcement in their efforts to combat crime, the Authority determined that LLEBG program funds are best used in Illinois for Federal Purpose Area 1: Law enforcement support for procuring equipment, technology, and other material directly related to basic law enforcement functions. The Authority made funding of equipment which enhances officer safety (i.e., replacement of unsafe vehicles, communication equipment which ensures high speed secure sharing of information between officers and departments, etc.) a priority for fiscal year 2000 LLEBG funds. The primary purpose of these grants is to make funds available to units of local government for equipment that would not otherwise have been purchased to assist in reducing crime and improving public safety.

LLEBG funds may not be used to supplant or replace State or local funds that would otherwise be available. LLEBG program funds may not be used to hire consultants or to purchase, lease, rent or acquire tanks or armored vehicles, fixed-wing aircraft, limousines, real estate, yachts, or any vehicles not used primarily for law enforcement.

SECTION III: REPORTING REQUIREMENTS

Quarterly data and fiscal reports are required of the successful applicants. The nature and format of these reports will be determined by the Authority prior to implementation of the program. The purpose of these reports is to allow the Authority to monitor the progress and spending of the project. In addition, closeout reports will be required upon the program's completion.

SECTION IV: LEVEL AND DURATION OF FUNDING

A maximum of \$1,105,534 in federal funds is being made available through this RFP process, with a minimum amount of \$5,000 up to a maximum of \$20,000 to be awarded for individual equipment grants. A minimum of seventy-five percent of the funds will be available for units of local government with populations less than 25,000, and the remaining 25% for units of local government with populations of 25,000 or more. Only one proposal can be submitted by each eligible unit of local government. Each program will be for a period of up to 12 months, beginning on or after April 1, 2001. Federal funds may not be used to supplant or replace State or local funds; they must be used to increase the amount of funds that would be available otherwise from State and local sources for reducing crime and improving public safety. The LLEBG program has a 10% cash match requirement. This means the LLEBG Program funds 90% of the proposed equipment purchase (\$5000 minimum and \$20,000 maximum), and the grantee provides 10% of the total purchase cost.

SECTION V: ELIGIBILITY

Funding under this program is available to units of local government that did not qualify for direct funding from the U. S. Department of Justice's Bureau of Justice Assistance under the fiscal year 2000 Local Law Enforcement Block Grants program. See the Bureau of Justice website (<http://www.ojp.usdoj.gov>) for more information. Units of local government may apply on behalf of municipal law enforcement agencies and sheriff's departments. For purposes of this program, a unit of local government is a county, town, township, or city that is a unit of local government as determined by the Secretary of Commerce for general statistical purposes, which carries out substantial government duties and powers.

An award from the Office of Community Oriented Policing Services (COPS) does not affect the eligibility of an agency for the LLEBG program. Priority will be given to proposals submitted by agencies that have not received LLEBG funding from the Authority in the past.

SECTION VI: PROPOSAL DEADLINE AND SUBMISSION REQUIREMENTS

Proposal packages must be received by **12:00 noon on Friday, January 12, 2001.**

- Facsimile transmissions will not be accepted.

- Late submissions will not be accepted.
- Proposal packages must be mailed or delivered to:
 - Attn: Local Law Enforcement Block Grants Program
 - Federal and State Grants Unit
 - Illinois Criminal Justice Information Authority
 - 120 South Riverside Plaza, Suite 1016
 - Chicago, Illinois 60606-3997

Applicants must submit an original (unbound) and four (4) copies (copies may be bound) of the proposal package in a sealed envelope. All hand-delivered applications must be addressed to the Local Law Enforcement Block Grants program and must be marked with the name of the applicant, placed in a sealed envelope. All envelopes must indicate “LLEBG Proposal” on the face of the envelope. **Proposal packages will be opened at 10:00 a.m. on Tuesday, January 16, 2001, at the Authority. Proposals not submitted in a sealed envelope will be rejected. Submissions, which do not include the complete original proposal (as outlined in Section VII of this RFP) and four copies of the complete proposal, will not be considered.**

SECTION VII: PROPOSAL CONTENT

Interested eligible units of local government should note that past Requests for Proposals (RFP) have resulted in the submission of more than 350 proposals. Funds have been available to support only 20% of these. To be accepted for consideration, the proposal package must include all of the following items (1 through 5), and must meet the requirements presented in this RFP. The proposal package must include the following (a copy of each form with pertinent instructions enclosed in this package as Attachments A through F):

- I Cover Page (See Attachment A).** The cover page must include:
 - title of this RFP
 - name and address of the implementing agency (unit of local government)
 - name and address of the program agency (municipal/county law enforcement agency)
 - full name of contact person(s)
 - telephone and facsimile numbers
 - federal employer identification number (FEIN)
 - population of the jurisdiction
 - current annual budget (total amount) for the jurisdiction
 - number of full and part-time officers employed by the law enforcement agency
 - current annual budget (total amount) for the law enforcement agency
 - current annual equipment budget of the law enforcement agency applying

- amount of federal grant funds requested

II Narrative. The narrative must be no longer than two pages, must be on 8 ½" x 11" paper, single-sided, double-spaced, 12 point font, with margins of not less than 1" each. The narrative must include a statement of need and outline the intended impact of the equipment item(s).

A) **Statement of Need and Impact.** The narrative must respond to the following questions:

1. What equipment is needed?
2. Why is the requested equipment needed to support the basic operation of the agency, and what will this equipment be used for?
3. What prevents the agency from purchasing this equipment?
4. What impact – in measurable terms – do you anticipate the purchase of this equipment will have on the efforts of the law enforcement agency to reduce crime and improve public safety?
5. How, if at all, will this equipment further officer safety?

III Equipment Detail. (See Attachment B).

Attachment B must describe the equipment to be purchased in as much detail as possible. Additionally, please indicate number of such equipment (if any) that is already utilized by the department. (If funds are awarded, any and all revisions to the proposal must be approved in writing by the Authority prior to purchase).

IV Budget Detail. (See Attachment C).

The budget page [Attachment C] must include actual cost/estimates for the equipment item(s) to be purchased if funds are awarded. A breakdown of the expenditures with federal award funds and required cash match funds must be calculated.

V Certifications and Assurances. (See Attachments D-F).

Proposals from applicants that do not submit the following certifications with the proposal will not be eligible for funding and will not be reviewed. All applicants must submit the following:

- A) A signed certification that (a) the applicant is not barred from contracting with any unit of state or local government as a result of violation of 720 ILCS 5/33E-3 or 5/33E-4; and (b) the applicant shall notify the Authority's ethics officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the bidding process or during the term of any contract awarded [Attachment D];
- B) A signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580) [Attachment E]; and

- C) A signed Federal Debarment Certification [Attachment F].

SECTION VIII: REVIEW CRITERIA AND PROCEDURES

The Authority reserves the right to reject any or all proposal(s) if it is determined that the submission(s) is/are not satisfactory. The Authority also reserves the right to invite one or more applicants to resubmit amended proposals. Proposals that are submitted by eligible applicants, that adhere to requirements outlined in Section VI, and that include items 1 through 5 listed in Section VII of this RFP will be evaluated using the following criteria:

- 1) **Responsiveness to RFP** - The proposal addresses all components of the RFP and demonstrates an ability to successfully implement the program. (25 points)
- 2) **Usage/Impact** - The proposal clearly details how the purchase of the proposed equipment item(s) will impact the efforts of the department. (25 points)
- 3) **Need for Equipment** - The proposal explains a need for the equipment item(s) and the applicant's commitment to utilize grant funds to address this specific need within the department. (25 points)
- 4) **Adequacy of Cost Estimates** - Proposed project costs will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. (15 points)
- 5) **Equipment Detail** – The equipment detail must explain what equipment is to be purchased and the quantity. Calculations of all purchases must be included and accurate. A breakdown of federal and match funds for each equipment item(s) proposed for purchase must be included. (10 points)

Proposals will be reviewed by several panels of Authority staff and external reviewers with expertise in criminal justice. Once the reviews have been completed and before final tabulation for ranking, Authority staff will add five points to proposals that have not previously received LLEBG funds from the Authority. Recommendations will be forwarded to the Authority's Executive Director. The recommendations will then be forwarded to the Authority for final decisions. Preliminary award decisions will be made and applicants will be notified of the Authority's decision at the earliest possible date.

SECTION IX: GRANT CONTENT

The contents of the selected proposal, including possible modifications, will help define the program and will be appended to a grant awarded to the applicant. In addition, other grant obligations include, but are not limited to, an anti-bribery clause, subcontractor limitation, international anti-boycott certification, debarment, equal employment opportunity, and nondiscrimination certifications. Failure of the selected applicant to accept grant obligations may result in cancellation of the selection. The Authority reserves the right to extend the grant at its discretion.

2000 RFP Attachments

- ✓ Cover Page – Attachment A
- ✓ Equipment Detail – Attachment B
- ✓ Budget Detail – Attachment C
- ✓ Certification – Attachment D
- ✓ Drug Free – Attachment E
- ✓ Debarment – Attachment F

To be accepted for consideration, submissions must meet all requirements presented in this RFP.

2000 LOCAL LAW ENFORCEMENT BLOCK GRANTS PROGRAM
Cover Page

Implementing Agency (Unit of Local Government)

Applicant: _____

Address: _____

County: _____ Legislative District: _____

Contact Name: _____

Telephone Number: ____/____/____ FAX: ____/____/____

Federal Identification Number (FEIN): _____

Population of Jurisdiction: _____

Total Annual Budget of Jurisdiction: _____

Program Agency (Law Enforcement Agency)

Agency: _____

Address: _____

Contact Name: _____

Telephone Number: ____/____/____ FAX: ____/____/____

Total Number of full-time officers: _____ Part-time officers: _____

Total Annual Budget of Law Enforcement Agency: \$ _____

Total Annual Equipment Budget of Law Enforcement Agency: \$ _____

Amount of Federal Funds Requested: \$ _____

Have you received LLEBG funding from the Authority in previous years? Yes ___ No ___

If yes, how many years? _____

LLEBG 2000 EQUIPMENT DETAIL

Attachment B

Col. 1	Column 2	Column 3	Column 4	Column 5
Qty.	Item(s)	Cost – Indicate Estimate or Actual	List age and describe equipment to be upgraded and/or replaced. For vehicles show mileage.	Number of equipment items listed in second column that are already utilized by department

To be accepted for consideration, submissions must meet the requirements presented in this RFP.

EQUIPMENT DETAIL INSTRUCTIONS

- COLUMNS 1 & 2 Indicate the equipment item(s) and quantity of each you are proposing to purchase.
- COLUMN 3 Indicate the cost of the item(s) and whether it is an estimated or an actual price. Show calculations that were used to figure the cost of the equipment that is to be purchased. Include as much detail as possible.
- COLUMN 4 If you are proposing to upgrade or replace equipment currently utilized by the law enforcement agency, please indicate the year the original equipment was purchased, and if applicable, the mileage. In addition, briefly describe the condition of this equipment. Indicate whether or not the law enforcement agency has comparable equipment.
- COLUMN 5 Please indicate the number of the equipment (if any) listed as anticipated purchase in Column 5 that is already used by the department.

Budget Detail

Applicant: _____

Employer Identification Number (FEIN): _____

The purpose of this form is to summarize, by item, the total budget of the program to be funded in whole or in part with grant funds. This is a preliminary budget and is not binding. The final budget will be determined if an award is made. See page 14 for instructions on how to complete this form.

Equipment Item	Unit Cost	# of Units	Total Cost	Federal Amount	Match Amount
Totals:					

Note: Round all numbers to the nearest dollar.

Instructions for Completing Budget Detail

Applicant: Unit of local government applying on behalf of the local law enforcement agency.

Employer Identification Number: Applicant's Federal Employer Identification Number.

Equipment: List each individual equipment item. Do not include brand names.

Unit Cost: The cost for each item should include taxes, delivery, installation, and related costs.

Note: Purchases must be procured according to the procedures which minimally adhere to state and federal regulations; such purchases may be bid according to local rules and regulations if such standards meet or exceed state and federal regulations. Applicants must solicit quotes from at least three sources for purchases of less than \$25,000 for a single equipment item; if local rules and regulations require quotes or bids from a greater number of sources for such purchases, local rules and regulations must be followed. Applicants must use an Invitation for Bid (IFB) for single equipment item purchases of \$25,000 or more.

Of Units: The amount of the equipment item(s) to be purchased.

Total Cost: The total cost of the equipment item(s); **unit cost x number of units.**

Federal Amount: The amount of federal grant funds to be allocated toward the purchase of the equipment item(s). Federal funds may be used for 90% of the total cost of the equipment not exceeding \$20,000.

Note: If multiple equipment items are listed, the federal amount (90%) may be based on the total cost of all the equipment items. The breakdown of "Federal Amount" and "Match Amount" must still be shown for each individual equipment item.

Match Amount: The LLEBG program has a 10% cash match requirement

Note: If multiple equipment items are listed, the required match amount (10%) may be based on the total cost of all the equipment items. The breakdown of "Federal Amount" and "Match Amount" must still be shown for each individual equipment item.

Totals: Total the dollar amounts in each column. The total "Federal Amount" must not exceed 90% (or \$20,000) of the "Total Cost" of all equipment listed, and the total "Match Amount" must be at least 10% of the "Total Cost" of all equipment listed.

CERTIFICATION

The applicant certifies:

- (1) It is not barred from contracting with any unit of state or local government as a result of 720 ILCS 5/33E-3 or 5/33E-4; and
- (2) It shall notify the Authority's Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the application process or during the term of any contract awarded.

Printed Name of Authorized Representative

Printed Title

Signature of Authorized Representative

Date

Name of Organization

Address of Organization

**STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION**

This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing grant, or a department, division, or other unit directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- A) Publishing a statement:
 - 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee or contractor's workplace.
 - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - 3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

- B) Establishing a drug free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon an employee for drug violations.

- C) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

- D) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- E) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- F) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- G) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

 Printed Name of Organization

 Signature of Authorized Representative

 Requisition/Contract/Grant ID #

 Printed Name and Title

 Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE 19)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.