



County Of Siskiyou

Request for Proposals (RFP) RFP

for

Public Engagement & Advising Services – Sheriff's Office

RFP #SO102522

Proposals may be mailed, delivered, or emailed to:

Courtney Greenley
Administrative Services Manager
Siskiyou County Sheriff's Office
305 Butte Street
Yreka, CA 96097

cgreenley@co.siskiyou.ca.us

Proposals Due by:

Friday, January 13, 2023

4:00 pm PST

Preface

The County of Siskiyou, hereafter referred to as “The County,” is located in Northern California and borders Oregon. The purpose of this request is to contract with an established engagement advisor to support management staff with public information releases.

Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Date	Activity
1/2/23	Release of Request for Proposals (RFP)
1/6/23	Deadline to Submit Questions
1/13/23	Submission of Proposals due by 4:00 PM
EST 1/16/23-1/17/23	Review of Proposals
1/18/23	Interviews (As Requested by the Sheriff)
EST 1/18/23-1/20/23	Notification of Final Selection
EST April 2023	Executed Agreement from Board of Supervisors
7/1/23	Professional Service Agreement Start Date

Scope of Work

The Sheriff's Office is in search of a highly qualified person(s), and or agency, to assist with:

1. The transparency and quality of content going to the media and public
2. Communication strategies and delivery approach of various types of press releases concerning critical incidents or on-going cases
3. Routine training sessions with the Sheriff and his management designees

Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the proposer.

2. Qualifications

- a. Provide specific information concerning the proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide a description of the methodology developed to perform all required services, information as to the type of software that is anticipated to be used in the delivery of services, and your response to the scope of work as referenced above.
- b. Provide the frequency of video or in-person departmental meetings and or trainings your company can provide and sustain, along with your daily and holiday availability.

5. References:

- a. Please include at least three (3) references, preferably from other law enforcement agencies; including name, address, telephone number, and email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services and materials, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Experience and references
3. Proposed costs

The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

General Information

Proposals must be submitted by way of hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Sheriff's Office, 305 Butte Street, Yreka CA 96097 on or before **4:00pm PM, Friday January 13, 2023** (ATTN: Courtney Greenley)
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Courtney Greenley, Administrative Services

Manager at cgreenley@co.siskiyou.ca.us and must be received by **4:00 pm, Friday January 13th, 2023.**

Proposers shall provide one (1) original copy with signature and four (4) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one copy

Proposers are asked to direct all inquiries related to the project(s):

Courtney Greenley, Administrative Services Manager

Email (preferred): cgreenley@co.siskiyou.ca.us

Phone (office): 530-842-8326

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.