



**CITY OF HOUSTON
ADMINISTRATION & REGULATORY AFFAIRS
DEPARTMENT
S22-Q23056
NOTICE OF INFORMAL REQUEST FOR PROPOSALS
OCTOBER 3, 2008**

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002
(832) 393-8726
(832) 393-8758 Fax

DESCRIPTION OF SERVICES

The City of Houston Police Department (the City) is soliciting proposals from a qualified professional firm (Consultant Firm) specializing in performing technical audits of “forensic work” performed by major police departments’ identification divisions/units.

Please review the Scope of Work/Services below. If you should have additional questions regarding this RFP or believe that the company/organization meets the minimum requirements as outlined in the Scope of Work/Services of this RFP, please submit your response to Ray Duroousseau, Deputy Assistant Director, via one of the following methods listed below by **4:30 p.m. CST, Tuesday, October 21, 2008:**

Pre-Proposal Conference: There will no pre-proposal conference. Prospective proposers needing additional information/clarification to this request for proposal (RFP) are requested to e-mail questions to Ray DuRousseau at ray.durousseau@cityofhouston.net. The deadline for submitting questions is **Tuesdays, October 14, 2008 at 1:00 p.m. CST. No questions will be accepted after October 14, 2008.** All questions will be answered via letter of clarification to this RFP and posted on the City’s e-bidding website and automatically e-mailed to all who registered to receive this RFP.

e-mail (preferred method): ray.durousseau@cityofhouston.net

Fax Number: (832) 393-8726

Mail: City of Houston
Strategic Purchasing Division (Suite 400, Room B402)
901 Bagby Street
Houston, Texas 77002

SCOPE OF WORK/SERVICES

The City is requesting proposals from qualified and experienced professional firms to perform a technical audit of the “forensic work” performed in the various units of the Police Department’s Identification Division.

The selected professional firm shall be required to perform “on site” data collection to determine if existing processes are appropriate, efficient and in accordance with industry standards and if the Identification Division is functional. The selected firm shall also be required to determine if the existing operational and management structure is consistent with the needs of a forensic services division of its size and complexity.

The City envisions that the selected firm would, at the minimum, audit the Automatic Fingerprint Identification System, Latent Print Processing, Latent Print Comparison Units and the Audio/Visual Laboratory; map the technical functions of Identification Division (Division), examine the Division from a “process” perspective, mapping the actions taking place throughout the forensic units of the Division as it currently exists.

The selected firm shall also be required to perform a thorough evaluation of the current operational procedures within each unit of the Division and map out the administrative functions in each forensic unit. This would include evidence receiving, storage, tracking, disposition, results reporting, quality assurance and quality control procedures.

Upon completion of the mapping, site assessment and interview, the selected firm shall



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construct/evaluate/recommend a workflow chart for each forensic unit to determine technical management, hierarchy effectiveness and efficiencies in writing. Additionally, the firm shall be required to prepare new/revise existing standard operating procedures, laboratory bench manual, quality control manual and unit worksheet, as necessary. Furthermore, the firm shall be required to provide on- and off-site training to all technical forensic-related positions within the Division.

The selected firm may be required to provide consulting services to the Houston Police Department's Identification Division personnel. Consulting services personnel provided must be certified and subject matter experts in forensic identification field (latent print examiner). Additionally, the documents listed below must be provided with the proposal:

- Licenses and certifications
- Resumes of key personnel/proposed staff
- Client references for which proposer has delivered/prepared a similar QA Project Plan
- Brief overview of consultant's experience and an explanation of the proposer's understanding of the work that must be accomplished and the timeframe requirement.
- Proposed Fee Schedule (Must be submitted in separate sealed envelop marked "**pricing**").
- Required forms identified in the table below.

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
All Applicable Licenses/Certifications as Required in Scope of Work/Specifications

Evaluation of each proposal shall be done in the following order:

- Expertise/Experience/Qualifications – 60%
- Proposed Strategy and Implementation Timeline - 30%
- Conformance to RFP Requirements - 10%