

Request for Proposals (RFP) - South Salt Lake Police Department Follow up Review and Morale Audit

Project Overview and Introduction

The City of South Salt Lake is seeking proposals from qualified Individuals or Firms to assist with a follow up review and morale audit of the South Salt Lake Police Department ("SSLPD"). The selected Individual or Firm will report to the South Salt Lake City Council on its findings. The Selected Individual or Firm will be expected to speak with both sworn and civilian employees of the SSLPD. The purpose of this review is to identify areas for improvement in the relationships between police officers, administrative staff, and civilian employees.

The results of this review will inform the City in its attempt to improve communication, strengthen trust, and enhance the overall working environment within the SSLPD.

Scope of Work

The selected Individual or Firm will be expected to:

1. Review the results of a recent FOP Lodge survey regarding SSLPD employees.
2. Assess the current morale of the SSLPD sworn and civilian employees.
3. Determine the major concerns and issues that exist in the SSLPD.
4. Recommend to the City Council and Mayor what changes, if any, need to be made in the department.
5. Assess risk to the City of potential issues.

Qualifications of Individuals or Firms

Individuals, firms, or partnerships who apply must have the following qualifications:

1. Proven experience in conducting internal investigations, including conducting interviews to determine the existence and scope of internal departmental concerns, risks, and issues. Preference given to those who have prior experience conducting investigations of a police department.
2. Understanding of the public implications of operation and oversight of City departments, including a municipal police department.
3. Demonstrated understanding of the administrative and practical consequences of a proper functioning police department and police administration.
4. Experience and understanding in employment related issues, including the legal framework surrounding the rights of public employees.
5. Must be able to work as a consultant with the City of South Salt Lake free from any conflicts of interest.

Contents of Proposal

Proposals are limited to 10 pages and should be submitted as one single PDF. Multiple attachments will not be accepted. Proposals will be evaluated based on the criteria listed below

("Selection Criteria"). The proposal must include:

1. Bio - Information and brief resume, focusing on recent relevant prior experience. Include information about business organizational structure. Explain how your background relates to the scope of the project as outlined in this RFP.
2. Experience and References - A statement detailing your experience related to the scope of work. Respondents should include no less than three (3) references including names and phone numbers.
3. Proposal - Describe your approach for coordinating, schedule and process to complete the project(s). If using a third party (sub-contractor, sub-consultant, etc.) state the name and identify the portion of the scope of work to be completed by a third party.
4. Budget - A proposed budget of projected costs to be incurred by the service provider, including the performance of services specified, labor, insurance, and other costs.

Selection Criteria

Proposals will be evaluated based on the following criteria:

1. Understanding the project objectives and requirements.
2. Qualifications and experience in relevant projects.
3. Timeline/ hours to plan and execute events within budget.
4. Fee (Budget) with breakdown of costs.

RFP Dates and Schedule

The following are dates and deadlines for the project selection and award:

- RFP Release: Wednesday, July 16, 2025
- Final Day to Submit Questions: Friday, July 25, 2025, at 5:00 p.m. MST
- Submission Deadline: Monday, July 28, 2025, at 12:00 p.m. MST

Questions and Contact Information

All questions regarding this RFP are due in writing via email by Friday July 25, 2025, at 5:00 p.m. All questions can be directed to Josh Collins cityattorney@sslc.gov.

All questions and answers to this RFP will be posted on the UP3 Website.

Proposal Submission

Proposals must be submitted to the City of South Salt Lake by Monday July 28, 2025 at 12:00 p.m., MST ("Submission Deadline"). The City is not responsible for proposals delivered incorrectly or for failure to receive.

Submissions shall be delivered in one (1) of the following ways:

Email: As a single PDF not to exceed 10 pages. Separate attachments will not be accepted.
aandrus@sslc.gov

Utah Public Procurement Portal: As a single PDF not to exceed 10 pages. Separate attachments will

not be accepted. Bonfire: <https://utah.bonfirehub.com/portal/?tab=openOpportunities>

Proposers wishing to verify receipt of the proposal may contact Ariel Andrus at aandrus@sslc.gov.

Disclaimer

Submissions that are late, incomplete or do not meet submission format and contents as described in this RFP will not be accepted. The City reserves the right to reject any and all submissions or to waive any informality in any submissions if deemed the best interest of the City. The City does not guarantee that a contract will be awarded following the submission deadline.

General Terms and Conditions

- 1. Compliance with Laws.** The Proposer shall always observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and city, which may in any manner affect the performance of the contract. Proposers shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex, pregnancy, child-birth, or pregnancy related conditions, religion, disability, sexual orientation, gender identity, genetic information, military status, or national origin, or otherwise commit an unfair employment practice.
- 2. Incurred costs.** The City is not liable for any costs incurred by Proposers prior to the execution of a Services Agreement ("Agreement").
- 3. Proposer not Agents.** Unless otherwise stated in the final Agreement, the Proposer shall not be held or deemed in any way to be an agent, employee or official of the City, but rather an independent contractor.
- 4. Indemnification.** The successful Proposer shall indemnify, save, and hold harmless the City and all of its employees, officers, directors, subcontractors and agents against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any noncompliance by the Proposer with any agreements, warranties or undertakings contained in or made pursuant to this RFP.
- 5. Negotiation of Services Agreement.** The City reserves the right to reject any or all proposals or to award multiple Agreements to multiple qualified Proposers. At its sole discretion, The City may extend the dates for award of the Agreements. The City reserves the right to negotiate any or all terms upon award of the Agreement.
- 6. Ethics in Contracting.** By submitting its proposal, Proposer certifies that its proposal is submitted without collusion or fraud, that it has not offered or received any kickback or inducement from any other Proposer, supplier, manufacturer, subcontractor or other person in connection with its proposal and that it has not conferred on any public employee or official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, employment, service or anything of more than normal value, present or promised, unless consideration of substantially equal or greater value was exchanged as part of a completely independent transaction.

- 7. Taxes.** The successful Proponent(s) shall be responsible for, and pay any applicable taxes related to the Agreement. The City is a tax-exempt organization and shall not be billed for, nor be expected to pay any taxes applicable to the Services.
- 8. Insurance.** By submitting a proposal in response to this RFP, the Proposer certifies that, if awarded the contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Proposer certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Utah. During the term of the contract, City reserves the right to require the successful Proposer to furnish certificates of any required insurance for the coverage required by City, if any is required.
- 9. Disclosure of Proposal Content.** All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the Proposer that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The Government Records Access and Management Act ("GRAMA") states that certain information in the submitted proposal may be open for public inspection. If the Proposer desires to have information contained in its proposal protected from such disclosure, the Proposer may request such treatment by providing a "written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality" with the proposal. Blanket claims that the entire RFP is confidential will be denied. The City cannot guarantee that any information will be held confidential.

Disposition of Proposals, Statements, and Negotiations

- 1. Disposition of Proposals - Public Records.** All materials submitted in response to this RFP will become the property of SSLC. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of South Salt Lake.
- 2. Verbal Statements or Agreements.** No verbal agreement or conversation with any officer, agent, or employee of SSLC, either before or after execution of the contract, shall affect or modify any of the terms or obligations contained in the contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon SSLC or the Proposer.
- 3. Negotiations.** SSLC reserves the right to reject or to waive any or all proposals. After SSLC has identified the best qualified candidate(s), the Parties shall have the right to negotiate over the final terms and conditions of the contract.