



Northern California Regional Public Safety Training Authority
2409 Dean Street, Suites 118-119, McClellan 95652

**REQUEST FOR PROPOSAL
FOR
COURSE INSTRUCTOR
DOJ-NIJ VIRTUAL REALITY TRAINING RESEARCH PROJECT**

1 REQUEST FOR PROPOSAL

The Northern California Regional Public Safety Training Authority – Joint Powers Authority (Training Authority) is seeking proposals from experienced and qualified individuals to establish a pool of qualified instructors to assist with the implementation of a Department of Justice, National Institute of Justice Cooperative Agreement.

1.1 PROPOSAL

Individuals who desire to be a part of the initial pool must respond to this RFP by submitting (2) copies of the proposal. Proposals must be submitted in accordance with the Submittal Requirements noted in Section 2 of this RFP no later than 3:00 p.m. on Friday, June 17, 2011 to:

Northern California Regional Public Safety Training Authority, JPA
2409 Dean Street, Suite 119
McClellan, CA 95652
Attn: Thomas McMahon, JPA Grant Training Coordinator.

The Training Authority will continue to accept proposals before and after the submission deadline until a sufficient number of proposals have entered the pool.

1.2 BACKGROUND

The Northern California Regional Public Safety Training Authority has been awarded a Department of Justice (DOJ), National Institute of Justice (NIJ) Grant, Cooperative Agreement #2010-IJ-CX-K008, Project Title "Can a Virtual Reality Social Network, Such as Second Life, Provide Realistic Training?"

The Training authority will sponsor training in each of three specific areas of concentration: critical decision making in a tactical environment (simulated village), intelligence analysis within a regional fusion center, and critical thinking within a correctional setting. This training will occur initially within a traditional classroom or tactical setting then repeated in a virtual reality environment. The effectiveness of all training will be evaluated and assessed. Instructors will be employed for each of these course components.

The NIJ grant award requires the Training Authority to meet all of the proposed activities and research requirements programmed in the grant application. The course instructors will work as part of the implementation and management team with the Grant Training Director, Grant Training Coordinator, and JPA staff.



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Compensation: The hourly rate of the successful candidates will be based upon his or her experience and qualifications. Total compensation is regulated by the grant and will not exceed \$35,000 for all instructors.

All travel and approved business expenses will be reimbursed per federal regulations and budget constraints.

Course Instructor

Qualifications:

Experienced instructor in the field of criminal justice or corrections; particularly in the areas of critical or tactical situation management, and/or criminal intelligence analysis. Specific experience and knowledge associated with training within a simulated or virtual setting or online or distance learning is preferred. Demonstrated skill in the delivery of law enforcement course curriculum and associated classroom management.

Other/Desired Skills:

Familiarity with distance learning and the virtual reality environment of the social network Second Life is beneficial.

Essential Functions:

The ability to perform the basic functions of the position; meet project goals, sustain regular work attendance, work cooperatively and effectively with students, faculty, and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines.

Education/Experience:

Current or retired law enforcement/correctional professional with relevant operational experience. A minimum of three years' experience as an instructor in the criminal justice field is preferred.

1.3 TECHNICAL QUESTIONS

Technical questions regarding this Request for Proposal (RFP), prior to the establishment of the pool, shall be directed by email or in writing no later than 4:00 pm (PST) on Wednesday, June 14, 2011 to:

Thomas McMahon
tmcmahon@sbcglobal.net



Northern California Regional Public Safety Training Authority
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Technical questions must reference this RFP and include the individual's name, and email contact information. After the initial pool has been established interested persons may email the point of contact.

Answers will be sent to the inquiring individual and/or copies of inquiring emails will be sent to all registered bidders. Interested parties may become registered bidders by notifying the JPA Business Office of their interest in writing.

1.4 PRE-PROPOSAL CONFERENCE

No pre-proposal conference will be offered for this RFP.

1.5 SCOPE OF SERVICES

Position Summary:

The Course Instructor will assist the grant management team to evaluate commercially produced social networking systems, such as Second Life, and determine if they can be adapted to provide realistic and productive training for law enforcement and corrections students throughout the nation.

Typical Duties:

The Course Instructor will assist with curriculum development, participate in an advisory role to the grant management team, and instruct course material in a contemporary course setting as well as online in a virtual environment. The instructor will manage the classroom, and evaluate student performance.

1.6 EVALUATION CRITERIA

PART 1 - Written Proposal

Proposal will be evaluated on the basis of the overall best value for the Training Authority based on the quality, service and other criteria set out in this RFP, but not limited to:

- The Proposer's demonstrated experience in similar projects; skills, knowledge, and previous experience developing and facilitating public safety training.
- Quality of submission.
- The ability to meet the requirements of the cooperative agreement.
- Any other criteria set out in the RFP or otherwise reasonable and considered relevant.



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PART 2 - Interview

Top candidates may be interviewed to determine which candidate most closely meets the Training Authority's needs.

1.7 SELECTION PROCESS

The selection process is described below.

- After the RFP has closed for receipt of proposals, each proposal will be examined to determine compliance with the format and information requirements specified in the RFP. Any proposal that does not meet the format and information requirements may be eliminated from competition. The Training Authority may reject any proposal if it is conditional, incomplete, or contains irregularities. The Training Authority also reserves the right to reject all proposals.
- A Selection Panel will review each proposal that meets the format and information requirements.
- Following independent evaluation of the proposal, the top candidates may be requested to participate in an interview to determine and select the instructors that most closely meet the Training Authority's needs.
- All competitors will be notified of the results by phone or email.
- Additional qualified candidates may be added to the pool during the continuous filing period following the original deadline. This will be accomplished by repeating the selection process periodically.

1.8 ADDENDUMS

It is the Proposer's responsibility to request notification of any potential addendums to the original RFP. The Proposer must notify the Training Authority by becoming a registered bidder as described in section 1.3 of this RFP.

1.9 NOTABLE DATES

RFP Release	June 8, 2011
Technical Questions Due Prior To	June 15, 2011 @ 1:00 PM (PST)
Submission Deadline	June 17, 2011 @ 3:00 PM (PST)



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1.10 SUBMISSION PROCESS:

All documents are required to be received by the Training Authority prior to the Submission Deadline. Proposers may deliver the documents:

- In person (hand delivered);
- Common carrier (e.g., U.S. Mail, FedEx, etc.)

**Northern California Regional Public Safety
Training Authority, Joint Powers Authority**
Attn: JPA Business Office (Thomas McMahon)
2409 Dean Street, Suite 119
McClellan, CA 95652

A completed Application Packet will include the following:

1. Letter of interest
2. Proposal
3. Resume

Attachment – Grant Abstract



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Attachment #1: Grant Abstract

This grant application is designed to determine if commercially produced social networking systems, such as Second Life (SL), can be adapted to provide realistic and productive training for law enforcement and corrections students throughout the nation.

The Northern California Regional Public Safety Training Authority (Training Authority) has been impacted by changing work requirements, and agency budgetary constraints have prevented students from participating in our training. Virtual Reality (VR) training may provide an alternative training venue.

Preliminary research indicates that Second Life (SL) is a viable VR program. SL is a 3-D virtual world where users can create an avatar to represent their persona inside the game or training activity. SL users can create buildings, landscapes, or anything users can imagine including public safety equipment, uniforms, jails, patrol cars, weapons, etc.

The SL creator developed a social networking system that connected people via the Internet. Users are required to download a thin platform onto a computer; however, the vast majority of the program is run by SL. There is no cost to the end user to create their basic avatar.



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Goals for this grant application are:

- 1) Redesign the Training Authority's existing intelligence analysts' active classroom training to become a VR active classroom;
- 2) Redesign the tactical village critical-thinking decision-making facility's training to be presented in a VR program;
- 3) Redesign the parole agent's Motivational Interviewing course to become a VR active classroom;
- 4) Compare and contrast VR against test classrooms and/or training facilities;
- 5) Compare and contrast how different VR vocational training presentation methodologies impact criminal justice students; and
- 6) Report the research findings to a national audience using multiple information-sharing medias.

Both qualitative and quantitative research methodologies, as prescribed by the American Educational Research Association's Standards, will be used to evaluate all project goals under controlled environments.