

# **CITY OF SUMMIT POLICE DEPARTMENT**

## **REQUEST FOR PROPOSALS FOR ACCREDITATION SERVICES**



# **CITY OF SUMMIT POLICE DEPARTMENT**

**ISSUE DATE:** July 29, 2025

**SUBMISSION DEADLINE:** August 15, 2025

**ADDRESS ALL QUALIFICATION STATEMENTS TO:**

**Ryan Peters,  
Chief of Police  
Summit Police Department  
512 Springfield Avenue, Summit NJ 07901**

## **ACCREDITATION SERVICES PROPOSAL**

The City of Summit Police Department is soliciting proposal for accreditation consulting services beginning August, 2025.

### **BACKGROUND**

The City of Summit Police Department currently receives the following accreditation services:

- Electronic Compliance Review
- Directives Management System
- Electronic Standards Management System

The Summit Police Department is an accredited agency. The maintenance of the Accreditation Program requires quarterly consulting services, written directives services that prove compliance with the standards.

### **REQUIRED SERVICES**

The Summit Police Department Accreditation Program requires the following services:

1. Quarterly on-site consulting services.
2. Assessment and Accreditation Database Reporting System.
3. Weekly electronic management of our on-line assessment preparation.
4. Electronic Written Directives Management System.

### **EVALUATION CRITERIA**

Proposals will be evaluated on the following:

- A. Ability of consultant to satisfactorily provide the required level of services.
- B. All electronic programs provided by the consultant must interface with each other.
- C. New product or service suggestions or other new ideas and enhancements.
- D. Institutional and professional experience within the public sector.

## **CITY OF SUMMIT POLICE DEPARTMENT ACCREDITATION SERVICES PROPOSAL**

Each proposal shall include all of the following information:

1. Providing specific guidance and oversight to the Police Department's Accreditation Manager regarding the compilation of "proofs" related to maintaining accreditation files.
2. Conducting quarterly assessments of the agency's accreditation files to ensure compliance with NJSACOP Standards.
3. Providing oversight and direction for the preparation for the Summit Police Department Re-accreditation efforts.
4. Maintaining, Updating and modifying Summit Police Department Policies that relate to the Accreditation Program.
5. Possess the ability to manage the Summit Police Department's Accreditation Program electronically and remotely.

### **AWARD**

The contract award will be for a two (2) year term beginning August, 2025 through July, 2027. Accordingly, the proposing institutions must provide their proposed services for a two (2) year term.

City of Summit Police Department will award a contract(s) for accreditation services based on the responsiveness to this RFP. The City of Summit Police Department reserves the right to reject any or all proposals for any reason.

Please submit four copies of your proposal by 4:00 pm prevailing time, Friday, August 15, 2025 to:

Ryan Peters,  
Chief of Police  
Summit Police Department  
512 Springfield Avenue, Summit NJ 07901

**Responding consultants are advised to avoid contact with any municipal officials or members of the governing body until City Council makes a final award. Any violations will result in automatic disqualification.**

Any questions should be addressed in writing no later than 4:00 pm prevailing time, Wednesday, August 6, 2025, to Chief Ryan Peters at the previously listed address or e-mail to: [RPeters@spdnj.org](mailto:RPeters@spdnj.org)

All proposals will be reviewed and evaluated by members of the Police Department Administrative Staff, the City Administrator and other city officials as deemed appropriate.

The City may or may not award a contract as a result of this Request for Proposal. If awarded, successful vendor will be required to comply with:

- N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action)
- 42 U.S.C. S12101 et seq. (Americans w/ Disabilities Act)

- N.J.S.A. 52:32-44 (Business Registration)
- N.J.S.A. 52:25-24.2 (Statement of Ownership Disclosure)
- N.J.S.A. 52:32-44.1 (Certification of Non-Debarment for Federal Government Contracts)
- N.J.S.A. 42:32-55 through 59 (Disclosure of Investment Activities in Iran)
- The City's adopted Minimum Vendor Insurance Requirements

In the event all proposals are over \$44,000.00 without New Jersey State Contract or approved New Jersey cooperative pricing, no contract will be awarded and the City will be required to publicly bid this project if it chooses to proceed.