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**DATE:** August 31, 2023

**SUBJECT: INTERNAL AFFAIRS INVESTIGATIONS CONSULTANT**

Pursuant to the aforementioned Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP by no later than 3:00 p.m. on Tuesday, August 29, 2023. Questions were to be submitted in writing, and all questions and responses were to be posted on [the Department's website](#) and [www.rampla.org](http://www.rampla.org).

Below is a list of questions received from proposers, and the Department's response:

**1. Q: Is it possible for select witness interviews to be conducted remotely?**

A: Yes, in some instances it will be allowed if the interview is recorded (audio or visual). The specifics of when/how this will be allowable will be discussed with the selected consultant during contract negotiations.

**2. Q: What is the projected estimate (if any) regarding how many investigations the firm will be consulting on in calendar year?**

A: Approximately five (5) to ten (10).

**3. Q: Regarding paragraph four; specifically, "Obtain statements, conduct interviews," can they be conducted virtually?**

A: See response to question 1.

**4. Q: In addition to the investigation of personnel complaints under Policy 1020, will the consultant ever work in conjunction with, or in lieu of, the Administrative Investigation Team (per Policy 358)?**

A: Unknown at this time. Note: the correct policy number for the Administrative Investigation Team is Policy 359 as per the Policy Manual link provided in the RFP.

**5. Q: Will the consultant ever be charged with the administrative investigation of any OIS or other critical incident (per Policy 310)?**

A: Currently, Port Police does not plan to have the selected Consultant conduct investigations on Policy 310; however, this may change in the future based on the needs of Port Police.

**6. Q: Will the consultant ever need to respond to the scene of a critical incident?**

A: Currently, Port Police does not plan to have the selected Consultant respond to the scene of a critical incident; however, this may change in the future based on the needs of Port Police.

**7. Q: How much notice will be provided to the consultant for any work required on nights, weekends and holidays?**

A: There may be times when the Consultant is asked to perform work after business hours; however, this will be scheduled in advance. There will not be a need for on-call or after-hours availability for newly initiated work.

**8. Q: Is the expectation that all interview take place in person? Or, might some interviews take place remotely via videoconference?**

A: See response to question 1.

**9. Q: Which individual or entity has served previously as the Port's IA consultant?**

A: Most Port Police IA investigations have been, and will continue to be, conducted by Port Police Sergeants and Lieutenants. The most recent Consultant to perform investigations was Cover Investigations & Security, Inc., dba Perkins Investigation Group.