



Office of the Mayor

Elizabeth Glazer

Director, Mayor's Office of Criminal Justice

One Centre Street, 10th Floor

New York, NY 10007

646 576 3534 tel

212 788 6845 fax

To: Prospective Vendors

From: Mayor's Office of Criminal Justice

Re: Illegal Gun Market Study

The Mayor's Office of Criminal Justice ("MOCJ"), established pursuant to Section 13 of the City Charter, is primarily the Mayor's advisor on criminal justice policy and legislation and is responsible for coordinating the activities of the City criminal justice agencies including the Police Department, Fire Department, the Department of Correction, the Department of Probation and the Department of Juvenile Justice and serves as the New York City's (the "City") primary liaison with the court system, the five District Attorneys and the State criminal justice system.

Overview

The proposed research is a multifaceted effort to provide a detailed account of the varied transactions that comprise the supply lines of illegal guns to criminals in New York City. Identifying effective and feasible evidence-based approaches to disrupt these illegal transactions is thus a critical challenge in curbing gun violence. This project seeks to conduct research into the structure and dynamics of illicit firearms transactions in New York City, to ascertain how best to disrupt them. The research is intended to provide guidance in setting priorities in prosecutions, design undercover operations against gun transactions, craft new regulations, and related actions, all with the ultimate purpose of reducing gun violence.

The anticipated contract value is **\$500,000** and the anticipated start date is **February 1, 2016**, and the anticipated contract term will be for **eighteen (18) months** from the start date of the contract.

MOCJ will negotiate with all qualified vendors who submit an Expression of Interest in this project. A vendor's Expression of Interest shall propose an approach that addresses the analysis listed in the Scope of Services below.

- Expressions of Interest must be submitted **ELECTRONICALLY** to Jamison Blair, Contract Analyst – jblair@cityhall.nyc.gov
- MOCJ will continue to accept Expressions of Interest until ten (10) days after the final City Record posting of the Intent to Enter into Negotiations for this procurement
 - City Record Website: <http://a856-internet.nyc.gov/nycvendoronline/home.asp>.

Scope of Services

The Mayor's Office of Criminal Justice seeks to procure a study to investigate the illegal gun market operating in New York City. The goal of this study will be to identify pathways that illegal guns enter neighborhoods, as well as the methods in which they are bought and sold. Official data on guns and gun violence will be analyzed for the entire City. Qualitative research methods will be used to develop a deeper understanding of illegal gun market conditions in selected high gun violence neighborhoods in the Bronx and Brooklyn.

It is anticipated that the study will analyze the illegal gun market in three ways:

1. Analyses of ATF firearms trace and New York State gun transaction data to document the origins of crime guns recovered by the NYPD:
 - a. Criteria will include, for example, the kind of gun recovered, the purchaser, the source state, and other firearms commerce information.
2. Social network analyses:
 - a. To understand the diffusion of crime guns and gun violence in the City's criminal networks, particular emphasis will be placed on social aspects as gun exchange tends to be limited to people who know each other. This is due to demographics that tend to stand in the purchaser's way if they were to do it legally; such as a felony conviction, or age.
3. Ethnographic interviews:
 - a. This component will be investigated through extensive interviews with individuals who acquire and transfer firearms in the City's underground gun market, including known gun traffickers and those who are arrested for gun possession during the period of the study.

Doing Business Data Form – Local Law 34

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the Doing Business Data Form and return it with this proposal, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the Department and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the Department. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

Negotiations and Contract Award Procedures

All Expressions of Interest received by the agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of the solicitation. Expressions that are determined by the agency to be non-responsive will be rejected. The Agency will negotiate with all qualified and responsive vendors that have expressed interest unless it is determined that it is in the City's best interest to negotiate with fewer vendors. The Agency reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the Agency deems applicable and appropriate. Following negotiations with all qualified and responsive vendors, the Agency will make an award determination based upon the best interest of the City. This solicitation does not limit the Agency's right to add or remove tasks and shall be construed only as a solicitation to open negotiations for the scope of services, budget, timeline, etc.

Expression of Interest Requirements

- A narrative setting forth a description of the proposed work, including a timeline for various phases of the project;
- A narrative demonstrating the organization's experience, reflecting the organization's proven record of satisfactorily completing similar projects for criminal justice and/or public safety agencies in New York City or similar large cities;
- A description of the organization and key personnel who will work on the contract, including the resumes of staff who will be dedicated to this project and the percent of time each staff will work on the project;
- A proposed line-item budget accompanied by narrative to justify each (See **Exhibit A** for instructions on how to complete the line-item budget);
- A completed Doing Business Data Form.

EXHIBIT A:

LINE ITEM BUDGET INSTRUCTIONS

The Price Proposal includes a presentation of the proposer's total budget for providing each element of the Scope of Services prescribed in the solicitation.

Regardless of the payment structure being proposed, provide a line-item budget including each of the applicable items below:

- a. Personnel – the listing of all personnel, by job title (where the proposal has two or more in the same title, each must be listed separately) needed to fulfill the Scope of Services to be paid by the proposed contract. The listing must include the yearly salary, starting date, and percentage of time.
- b. Fringe – the listing of all the benefits to be paid under the awarded contract as well as the amount and percentage of each listed benefit with the overall amount and percentage.
- c. Start-up costs, if applicable.
- d. Consultants – each consultant must be listed separately, with rate of pay.
- e. Equipment – listing of all equipment needed to be purchased throughout the proposed contracting period to fulfill the Scope of Services. Listing of all rented equipment must also be included in this category.
- f. Supplies – list of supplies needed to fulfill the Scope of Services through the proposed contracting period.
- g. Rental of Facilities – if applicable, the monthly rent of any facility rented to fulfill the Scope of Services, including the total square footage and rate, as well as utility costs per month.
- h. All other Expenses – listing of telephone costs, postal expenses, insurance, etc. Each expense should be listed separately.