



## ATTORNEY GENERAL OF MISSOURI

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### Request for Proposal for Expert Services

Attorney General's request for application for expert services to implement section 590.650, RSMo. relating to the Missouri Vehicle Stops Report.

**1. Introduction:** This document, referred to as a Request for Application for Expert Services, constitutes a request for competitive applications from qualified individuals and organizations to perform statistical analysis services in accordance with the requirements set forth herein.

1.1. Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Application.

**2. Data:** The Office of the Attorney General of Missouri ("Attorney General") desires to contract with interested organizations and individuals to perform Statistical Analysis Services related to data collected by the Attorney General of all state and local law enforcement traffic stops made between January 1, 2020, and December 31, 2020.

2.1. The Attorney General's responsibilities include collecting the data described in this section and compiling an annual report for the Governor, General Assembly and each law enforcement agency by June 1, 2021. The Attorney General shall collect data from each agency which shall include the following information:

- 2.1.1. Location of traffic stop.
- 2.1.2. Traffic violation resulting in stop.
- 2.1.2. Driver's race/minority status.
- 2.1.4. Driver's age.
- 2.1.5. Driver's gender.
- 2.1.6. Whether the driver is a resident of the jurisdiction.
- 2.1.7. Was a search initiated as a result of traffic stop?
- 2.1.8. What was searched?

- 2.1.9. Duration of search.
- 2.1.10. Was contraband discovered?
- 2.1.11. Result of traffic stop.
- 2.1.12. If arrest made, crime/violation alleged.

2.2. Data collected by the Attorney General in future years (2021+) will include the following:

- 2.2.1. The officer's assignment at the time of the stop.
- 2.2.2. If an investigative stop is conducted, the specific type of investigative stop (e.g. officer initiative or call for service).
- 2.2.3. The driver's residential zip code.
- 2.2.4. If a citation or warning is issued, the violation alleged.

2.3. Vehicle stop data collected by the Attorney General is currently summary in nature. Reporting agencies submit aggregations of each question response for each racial/ethnic group. See previous reports at <https://www.ago.mo.gov/home/vehicle-stops-report> for examples of the level of detail available. In 2019, summary data was collected from 571 agencies covering 1.5 million traffic stops. The Attorney General is developing the capability to receive and synthesize raw data containing all question responses for each stop and this data may be available in limited quantities from select jurisdictions during this contract period. However, the majority of analysis will be conducted on summary data as described above.

2.4. Attached herein are copies of both the 2019 and current data collection form for use by law enforcement officers conducting traffic stops.

**3. General Requirements:** The contractor shall provide services for the Attorney General in accordance with the requirements set forth herein.

3.1. The contractor shall provide statistical analysis and programmatic guidance services to the Attorney General related to traffic stop data collected by the Attorney General as described in Section 2.

3.2. The contractor must be an organization or individual offering statistical analysis services to the general public. The contractor, if an individual, and each person performing any services assigned to the contractor by the Attorney General must have a Master's or PhD degree in criminology, political science, economics, data science or a related field. Applicants with degrees not directly involved with criminal justice must document subject matter expertise and previous experience in criminal justice.

3.3. The contractor shall have at least three (3) years of experience since completing the contractor's last degree in a field related to that degree and which includes analysis of large sets of criminal justice-related data. For example, a contractor with a PhD in criminology and with three (3) years of experience analyzing crime data or related data as part of that contractor's position since completing that PhD would satisfy the provisions of this section.

3.4. The contractor shall provide no fewer than three (3) professional references who know the contractor in a professional context and are not related to the contractor by blood or marriage.

3.5. The contractor shall provide to the Attorney General a curriculum vitae and the curriculum vitae of all contractor's personnel who shall perform services related to this application. For the contractor, the curriculum vitae shall include a list of all publications authored or co-authored by that contractor.

3.6. The contractor shall not appoint any person to provide any services for the Attorney General who has pleaded guilty to or been found guilty of a felony offense.

3.7. The contractor shall provide services on an as needed, if needed, basis to the Attorney General.

3.7.1. The State of Missouri cannot guarantee a minimum or maximum amount of services which may be used, or that any services will be used at all.

3.7.2. The contractor agrees that the contract shall not be construed as an exclusive arrangement and further agrees that the Attorney General may secure identical and/or similar services from other sources at any time in conjunction with or in replacement of the contractor's services.

**4. Specific Requirements:** The contractor shall meet the following qualifications and provide the following services, or any portion thereof, as requested by the Attorney General:

4.1. The contractor must have a private computer with a private e-mail address to receive assignments. A "private computer" is a computer available for use only by the contractor and a "private e-mail address" is an email address for use only by the contractor.

4.1.1. The contractor shall not receive e-mails at a terminal shared with an entity other than the contractor.

4.2. The Attorney General will establish an annual budget for this contract. The contractor shall not receive payment in excess of the amount budgeted unless approved in advance by the Attorney General.

4.3. The contractor shall adhere to the requirements and specifications of this Application and, in addition, any specific instructions provided by the Attorney General at the time the work is assigned. However, the contractor, as an independent contractor, shall be free from the day-to-day control and supervision of the Attorney General and may exercise discretion regarding the manner and method of performing services.

4.4. The contractor and personnel associated with the contractor conducting services for the Attorney General shall not at any time perform any illegal act.

4.5. The contractor shall provide a high quality work product to the Attorney General, and the contractor shall guarantee the quality of its work.

**5. Reporting Requirements:** The contractor shall provide the following information to the Attorney General:

5.1. Calculations for each reporting law enforcement agency as well as statewide aggregations detailing the following:

5.1.1. The total number of vehicles stopped and the other information listed in Section 2 irrespective of the racial or ethnic group of the stopped driver.

5.1.2. The total number of vehicles stopped and the other information, broken out by each racial or ethnic group, listed in Section 2.

5.1.3. A comparison of the percentage of stopped motor vehicles driven by each racial or ethnic group and the percentage of the state's population that each racial or ethnic group comprises. Comparable historical estimates will be included alongside the most recent year's data.

5.1.4. A comparison of the percentage of stopped motor vehicles driven by each racial or ethnic group and the percentage of the appropriate locality's population that each racial or ethnic group comprises. Comparable historical estimates will be included alongside the most recent year's data.

5.2. For each law enforcement agency, a comparison of the percentage of stops of drivers residing in the agency's jurisdiction and the percentage of the appropriate locality's population that each racial or ethnic group comprises. Comparable historical estimates will be included alongside the most recent year's data.

5.3. A detailed description of the methodology used in developing the report submitted to the AGO that would be sufficient to allow the academic community to replicate the results in the report submitted to the AGO if provided the same data. This information shall include, but may not be limited to, a listing of all data sources used in producing the report, any non-formatting manipulation done to each data source and reasoning for such manipulation, and an explanation of the statistical methods used in developing the report.

5.4. Any other information that the Attorney General may request.

5.5. The contractor shall submit a draft report for each law enforcement agency to the Attorney General no later than April 12, 2021 for distribution to agencies for review and comment.

5.6. The contractor shall submit the final report to the Attorney General including agency comments and corrections as well as any data or materials used in developing the report not already in direct possession of the Attorney General in an electronic format agreed upon by the Attorney General no later than May 10, 2021.

## **6. Additional Requirements:**

6.1. Except as obligated by law, the contractor shall not at any time or in any manner, directly or indirectly, use or disclose to any person other than the Attorney General or the Attorney General's employees any confidential information learned or obtained while under contract with the Attorney General. As used herein, the term "confidential information" means information disclosed to or known by the contractor as a consequence of its relationship with Attorney General and not generally known as a matter of public record.

6.1.1. Once information obtained by the contractor becomes public, the contractor may not use any information learned or obtained while under contract with the Attorney General without first notifying the Attorney General how the information will be used and obtaining permission from the Attorney General to use the information in the manner requested.

6.2. The contractor shall provide office space and any related equipment, transportation, supplies and/or staff necessary to perform the services described herein.

6.3. If there is work assigned in which the contractor has any conflict of interest, this information shall immediately be brought to the attention of the Attorney General.

## **7. Invoicing and Payment Requirements:**

7.1. The contractor shall provide in their application a single fixed annual fee for the development of the Vehicle Stops Report as well as up to 24 hours of programmatic guidance work. The single fixed annual price will include costs for all individuals involved in fulfilling the contractor's work under the contract.

7.2. The contractor shall provide in their application a fixed hourly fee for programmatic guidance work exceeding 24 hours over the course of a single calendar year. This fixed hourly fee will include costs for all individuals involved in fulfilling the contractor's work under the contract.

7.3. The contractor will submit an invoice for payment of the annual fee specified under subsection 7.1 upon the submission of the final Vehicle Stops Report to the Attorney General within 14 days of final submission.

7.4. If the contractor programmatic guidance work exceeds 24 hours in a calendar year, the contractor shall submit monthly itemized invoices for programmatic guidance services performed within five (5) days of the end of each calendar month to the Attorney General. All programmatic guidance work must be preauthorized with the Attorney General.

7.5. The Attorney General shall not be liable for any costs except those specifically identified on the Pricing Page submitted by the applicant as part of their application.

7.6. The contractor shall be reimbursed for all ordinary, necessary, and proper expenses incurred for travel for report preparation. The contractor shall be required to submit to the Attorney General original receipts for expenses incurred.

## **8. General Contractual Requirements:**

**8.1. Contract Period:** The original contract period shall be for one year. The contract shall not bind, nor purport to bind, the State for any contractual commitment in excess of the original contract period. The Attorney General shall have the right, at its sole option, to renew the contract for three additional one-year periods. In the event the Attorney General exercises such right, all terms, conditions, and provisions of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

**8.2. Contractor Liability:** The contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions of the contract. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assigns, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assigns, harmless for any negligent act or omission.

## **9. Submission of Applications:**

9.1. The Application should be submitted by January 1, 2021, by 5:00 p.m. by e-mail to Policy Advisor Wyatt Suling at [wyatt.suling@ago.mo.gov](mailto:wyatt.suling@ago.mo.gov).

9.1.2. When submitting an application by e-mail, the contractor shall include all application materials as attachments separate of the email body. If application materials cannot be submitted via e-mail due to file size

constraints, the contractor shall contact the Attorney General and determine a method to submit materials agreeable to the Attorney General.

9.2. To facilitate the hiring process, the contractor is encouraged to organize the application into distinctive sections that correspond with the individual categories described herein.

9.2.1. Each distinctive section should be titled with each individual category and all material related to that category should be included therein.

9.2.2. The signed page one from the original application and all signed amendments should be placed at the beginning of the contractor's application.

9.3. An example of aggregate vehicle stops data from 2019 has been attached to this solicitation in the event an applicant wishes to develop mock-ups of proposed analytical products.

## **10. Evaluation of Bidder's Application:**

10.1. Price (40 Points): The overall price of the potential contractor's services will be included in the evaluation of his or her application.

10.1.1. The single fixed annual fee will account for 30 points in the pricing category. The lowest single fixed annual fee received in an application will be divided by the contractor's single fixed annual fee. That quotient will then be multiplied by 30 and the result will be the number of points assigned.

10.1.2. The fixed hourly fee for programmatic guidance work exceeding 24 hours in a calendar year will account for 10 points in the pricing category. The lowest fixed hourly fee received in an application will be divided by the contractor's fixed hourly fee. That quotient will then be multiplied by 10 and the result will be the number of points assigned.

10.2. Criminal Justice and Criminology Analysis (25 points): The applicant should submit documentation which verifies education and/or expertise in criminal justice and criminology. The applicant should also elaborate on past work assignments through which education and/or experience in this area was obtained.

10.3. Quantitative Methods and Data Analysis Ability (20 Points): The applicant should submit documentation which verifies education and/or expertise in the analysis of large criminal justice-related data sets. The applicant should also elaborate on past work assignments through which education and/or experience in this area was obtained.

10.4. Reliability and Previous Experience (15 Points): Direct previous experience with similar work by the contractor's organization and personnel will be considered in the hiring process. Therefore, the contractor is advised to submit any information

which documents successful and reliable experience in past performances, especially those performances related to the requirements of this application.

10.4.1. The contractor should provide the following information related to previous and current contracts which are considered identical or similar to the requirements of this application:

10.4.1.1. Name, address, and telephone number of each contracting agency and a contact person who may be contacted for verification of all information submitted;

10.4.1.2. Dates of those contracts;

10.4.1.3. For each applicable contract, a brief, written description of the specific prior services performed and requirements thereof.

10.4.2. The contractor is advised to submit any information which documents successful experience communicating and working effectively with federal, state, and local government agencies, attorneys, law enforcement units, the professional community and the general public.